

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	Registry Assistant
Job Purpose:	The accurate inputting of data for student records
Accountability to:	Information Services Manager
Responsible for:	No staff

Key Responsibilities and Key Tasks:

1. To compile and maintain student data records

- a. Input student data accurately in college systems.
- b. Maintain effective filing systems (electronic or otherwise).
- c. Assist staff and students in making appropriate changes and completing the relevant paperwork.
- d. Contribute to the team discussions of systems for the collection of student data.

2. Quality and validation checking data

- a. Highlight and collate missing data.

3. Any other duties

- a. Undertake any other reasonable tasks, as required.

