

## JOB DESCRIPTION

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

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

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.

