

# INTERNAL ADVERTISEMENT

## JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: **Administrative Assistant (Admission & Records)**  
Reporting To: **Assistant Registrar, Admissions & Records**  
Department: **Academic Registry – Admissions, Nairobi Campus**

### Purpose of Role:

- To offer administrative support in the achievement of the University's goals and objectives pertaining to applications processing and registration of students, students' records and data management, examinations facilitation, and graduation ceremonies planning. The position holder will also be responsible for responding to student queries, communicating any concerns from the students in matters pertaining to the Academic Registry, and attending any departmental meetings.

### KEY RESPONSIBILITIES

#### 1. Applications processing and registration of students (undergraduate, diploma, certificate and pre-university applicants)

- Receiving and processing application forms.
- Admitting new students and liaising with the Main campus for the processing of admission letters.
- Registration of students.
- Processing and issuing Student Identification Cards.
- Keying in credit transfers for students.
- Verifying student academic data/reports.

#### 2. Custodian of the student information management system for the under graduate programmes

- Managing the student information management system in relation to student registration at the Nairobi Campus.
- Updating undergraduate students' records.
- Filing students' records (examination results, transcripts, academic warnings, discontinuing letters, etc.)
- Storing and retrieving student records.
- Unit registration for new students.

#### 3. Examination Facilitation

- Receiving exam cards from the Main (Limuru) campus and issuing of the same to eligible students.

#### 4. Graduation

- Verify graduating students, working closely with the HoDs and Campus coordinators.
- Monitor graduation processes and accuracy of graduation list.
- Assist in graduation ceremony preparations as directed by the authorities.

#### 5. Communication and Meetings

- Responding to student inquiries (email, postal and walk-in visitors).
- Communicating any concerns from the students in matters pertaining to the Academic Registry.
- Attending departmental meetings.

***Any other official duties that may be assigned to you from time-to-time by your supervisor***

### QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Education, Administration, Management, or any other related field.
- 2 – 3 years' working experience in an Academic Registry.
- Knowledge of academic policies, regulations, and procedures.
- Proficiency in academic ERP systems and Microsoft Office Suite.
- Demonstrated digital competence on the responsible use of, and engagement with, digital technologies to support day-to-day academic registry operations.
- Demonstrated knowledge, understanding, and ability to support the implementation of the Strategic Plan 2025–2030 is an added advantage.
- A committed Christian of high moral and ethical standing, aligned to the University's vision, mission and values.

### KEY COMPETENCIES AND SKILLS

- Strong organizational and time management skills.
- Excellent communication skills.
- Good interpersonal skills.
- Attention to detail skills.
- Problem-solving skills.
- Teamwork & collaboration skills.
- Confidentiality skills.
- Digital competency.

Interested candidates who meet the stated requirements can submit applications and a duly filled job application form <https://www.spu.ac.ke/careers> via the following address: [recruit@spu.ac.ke](mailto:recruit@spu.ac.ke)

**All applications should be submitted on or before Wednesday, 18<sup>th</sup> February 2026. Only shortlisted candidates will be contacted.**

Contacts:- **Tel:** 020-2020505 | 0728 669 000 **Email:** [info@spu.ac.ke](mailto:info@spu.ac.ke) **Website:** [www.spu.ac.ke](http://www.spu.ac.ke)

