



Vacancy: Student Administrator

Location: CTIA Online Campus

About CTIA

CTIA is a leading educational institution committed to providing high-quality academic programs, fostering a dynamic learning environment, and empowering students to reach their full potential. Our Online campus offers a range of innovative programs and prides itself on its collaborative approach to education.

Position Overview:

We are seeking a proactive and detail-oriented **Student Administrator** to join our team at the Online Campus. This crucial role ensures the smooth and efficient management of student-related processes, records, and events, supporting both academic and operational goals. You will be responsible for maintaining accurate and up-to-date student information, facilitating clear communication between students, staff, and other stakeholders, and contributing to an outstanding student experience.

Responsibilities

- **Manage Admissions & Enrollments:** Oversee student admissions, registrations, and course enrollments to ensure a seamless process for new and continuing students.
- **Data Management:** Accurately capture and maintain student data on relevant databases, ensuring that information is always up to date to support informed decision-making.
- **Compliance & Policies:** Ensure adherence to institutional policies and external regulations to maintain a compliant and ethical student administration process.
- **Student Support:** Act as the main point of contact for student inquiries, offering guidance on a variety of administrative matters.
- **Event Coordination:** Plan and coordinate student-related events such as orientation, graduation, and other important milestones.
- **Onboarding:** Assist with the onboarding process for new students, ensuring they are well-prepared for their academic journey.
- **Contribute to the Student Experience:** Work collaboratively to maintain a supportive, responsive, and organized environment that enhances the overall student experience.

Key Knowledge & Skills

- Strong organizational skills and attention to detail.
- Excellent communication skills, both written and verbal.



- A customer-oriented approach with the ability to engage students and resolve issues effectively.
- Proficiency in data management and administrative tools.
- Ability to work independently and as part of a remote team.
- Problem-solving skills and a proactive mindset in handling administrative tasks in a digital environment.
- Comfortable using various online platforms, administrative tools, and student management systems. Proficiency in Microsoft Office Suite, Google Workspace, and database management is a must.

Requirements

- A relevant tertiary qualification would be advantageous for this role
- 2-3 Years proven experience in an educational or customer service environment is essential.
- Clear criminal and credit check
- Valid South African ID / Passport
- Valid driver's license and own vehicle
- Exceptional administrative skills are required, with a strong emphasis on attention to detail and a high level of accuracy, particularly in handling student-related processes
- Given the requirement to be on the Stellenbosch campus several days a week, candidates based within this surrounding area would be well suited to the role

What We Offer:

- Competitive salary and benefits package.
- The candidate will have the flexibility to work remotely and on the Stellenbosch campus several days a week.
- Opportunities for professional development and career growth.
- A vibrant and collaborative working environment.
- The chance to make a significant impact on the lives of students and the broader educational community.

How to Apply:

Interested candidates are invited to submit their detailed CV, a cover letter, and the contact details of at least two professional references with your salary expectation to marica@ctia.co.za with the **subject "Student Administrator – Online Campus"** by 30 October 2025.