

STATISTICAL ASSISTANT DUTIES AND RESPONSIBILITIES

- To accurately compile statistical data on students
- Compile the figures for student population.
- College data of staff list, academic and non-academic and also on gender basis
- Maintain an up-to-date office inventories.
- Set up labeled office files and keep various reports received easily identifiable for reference.
- Management of records
- Order/Purchase of office stationery
- Custodian of all departmental records

Any other duties as may be by assigned by department.

