



## Job Description

Position Title	Assistant Manager, EHSAS
Department	Office of Academic Performance
Reporting To	Manager, Learning Support Services
Date	October 2017
Type of Position	Full Time

### **POSITION DESCRIPTION**

The incumbent shall assist with the day-to-day operations of EHSAS (Educational Help, Services and Academic Support Center) by supporting the Manager with programmatic support, data management, and scheduling.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Assisting the management with daily operations of Educational Help, Services and Academic Support Center.
- ✓ Assisting in the implementation of learning support programs.
- ✓ Coordinating programmatically with academic stakeholders like faculty, Writing Center staff, Career Services, Student Life etc.
- ✓ Hiring, training, scheduling and supporting student peer tutors.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Graduation and/or Post Graduation. ✓ Any other specific qualifications, certification etc.
Required Experience	✓ One year minimum, Preferably two years of experience in the similar capacity

### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Being empathetic	High
2.	Communication skills	High
3.	Organizational skills/Time Management	High
4.	Receptive to learning things outside their domain of expertise	High
5.	Computer skills	Medium