



Job Description

Position Title	Management Trainee Officer – MTO ₁
Department	Office of Career Services
Reporting To	Senior Manager, Career Services
Type of Position	Contractual

POSITION DESCRIPTION

The individual will be responsible for managing Student Employment (student working on campus). He/she will process student employment hiring from beginning to end, which includes accepting faculty and staff requests, collecting and filing student timesheets, and communicating with finance for student employee payments.

DUTIES AND RESPONSIBILITIES

- ✓ Managing HU Student Employment (students working on campus).
- ✓ Processing faculty and staff new requests and student employee extensions.
- ✓ Facilitating the staff/faculty in hiring student employees – explaining the process to them.
- ✓ Ensuring that the Job Description Annexure is correctly filled in before sharing the JD with students.
- ✓ Timely sharing of JD with students via email to ensure that recruitment is completed on time.
- ✓ Liaising with the Registrar's Office and conduct to get clearance of the student before he/she is accepted for student employment.
- ✓ Collecting student timesheets every week.
- ✓ Communicating with finance for student employee payments – preparing monthly summary sheets.
- ✓ Keeping track of student employees – new hiring/extension/relieving/termination.
- ✓ Ensure that the SOPs are shared with the supervisors every semester.
- ✓ Assisting the Head of the Department in other Career Services-related tasks/activities/events when required.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">• Minimum Bachelor's degree in a related field.
Required Experience	<ul style="list-style-type: none">• A fresh graduate is acceptable.• A few months to a year's experience would be preferred.• Experience working with students is a plus.• Proficient in Mathematical Skills (good with numbers)

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	MS Office	High
2.	Written Communication Skills	High
3.	Oral Communication Skills	High
4.	Relationship-building	Medium
5.	Event Management	Medium