



Job Description

Position Title	Senior Officer, EHSAS
Department	Office of Academic Performance
Reporting To	Manager, Learning Support Services
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)

S#	Competency	Criticality (High / Low / Medium)
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

Revision Date	October 2017	Version	1.0
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