



### Job Description

Position Title	Senior Officer
Department	Student Affairs
Reporting To	Manager Student Life
Type of Position	Regular

#### **POSITION DESCRIPTION**

The incumbent will act as the focal person for student clubs and societies and assist the Club Leaders pertaining to the smooth execution of their events with a clear sense of purpose as well as support/coordinate the daily Student Life office administrative tasks and is responsible for ensuring compliance and accuracy within daily operations.

He/She will help the Manager to support student leaders in the area of leadership development, service learning, campus involvement, student engagement, event planning, university student policies, and will help students with student transport need, general facilitation and fiscal operations.

This position requires the skill-set to work with understanding, delicacy, and diplomacy while interacting with the student bodies-Clubs/org, Student Senate, management and other University officials.

The Office of Student Life promotes critical thinking, civic participation, discussion, debate, and awareness of public issues from a variety of perspectives, initiatives and viewpoints. The office/facilitates campus-wide events, gatherings, conferences, and educational forums that train students in organizing, and student advocacy; making it easy for students to get involved by creating clear pathways and to take a leading role in the process. We believe these opportunities enhance the learning environment on campus and help students obtain valuable lifelong skills.

#### **DUTIES AND RESPONSIBILITIES**

##### **Responsibilities:**

The duties and responsibilities of this position include, but are not limited to, the following functions:

##### **Student Engagement:**

- ✓ Act as focal person for the student clubs/organization and assist students with starting up new clubs.
- ✓ Assessments of programs designed to engage students in campus life and enhance their overall Yohsin experience.
- ✓ Implement programs and services that provide diversity education and support student involvement, development, learning and leadership.
- ✓ Assist in planning and organization of club/organization/administrative programs and events also week of welcome and SPLASH.
- ✓ Management of Events analytics database for all student events/engagement
- ✓ Help in developing and maintaining mechanisms to identify; understand; measure; and report on impact of transformation.
- ✓ Conduct a Meta-curricular Transcript awareness and training sessions for students
- ✓ Work on Data Base Management for overall Student Engagement of all registered clubs.
- ✓ Meta-curricular Transcript Online Portal Management and verification
- ✓ Streamline a process for Student Engagement Surveys

##### **Student Development:**

- ✓ Liaise with the Office of Academic Performance on the development, coordination and continuation of new student orientation. .
- ✓ Assist the Manager in establishing programs that help in all round development of the students
- ✓ Responsible for diversity programming initiatives; including training, workshops and celebrations.

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- ✓ Help in conducting training for students as well as club leaders and representatives, with the help of external training organizations.
- ✓ Supporting student development opportunities advancements
- ✓ Ensuring that the student government gets a democratic process
- ✓ Strengthening relationship between the external educational institute
- ✓ Assist the Manager in developing Student related policies and implementing them.
- ✓ Help the Manager promote sense of belonging, social responsibility and community-mindedness

**Administrative:**

- ✓ Maintain all club accounts budgets of all expense reports.
- ✓ Design and maintaining the event calendar of all clubs
- ✓ Assist with general event administration for both internal and external clients
- ✓ Ensure financial transparency regarding the club's events and also the fiscal management
- ✓ Create, issue and follow up on proposals, terms and Conditions, deposits, invoices
- ✓ Constant liaison with the finance department for budget management
- ✓ Assist students with general event administration

**Communications:**

- ✓ Taking care of student life webpage and social media and keep up the data record
- ✓ Communicate with external authorities / organizations for funding student services projects
- ✓ Compile data and post event reports of student engagement for annual report purposes
- ✓ Assist the Manager in making the yearly strategic appraisal of the student life
- ✓ Measure and report on activity and project deliverables internally
- ✓ Communicate, liaise, negotiate and consult with a broad range of stakeholders and clients regarding all the student activities

Perform other ad hoc related duties as assigned

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"> <li>✓ Bachelor's/Master's Degree in sociology, psychology, English Literature or related field and/or equivalent experience/training.</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>✓ Demonstrated 2/4 years of experience working with college/university aged population as adviser, mentor and supervisor, including student government and student organizations.</li> <li>✓ Excellent communication and interpersonal skills to interact effectively with a variety of individuals at various levels.</li> <li>✓ Understanding and appreciation of the student experiential learning in connection with core academic experience with an ability to inspire and motivate students.</li> </ul>

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

S#	Competency	Criticality (High / Low / Medium)
1.	Writing Skills	High
2.	Interpersonal communication	High
3.	Excellent organizational and time management skills	Medium
4.	Interest in working with diverse groups	Medium
5.	Administrative Skills	High
6.	Knowledge of Microsoft Office (Word, Excel, Outlook).	High

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