JOB DESCRIPTION

Position Title	Admin and Data Assistant (Senior Officer level)
Department	Office of Academic Performance
Type of Position	Regular
Reporting	Manager Academic Advising and First Year Experience
Type of Position	Full Time / Part Time / <mark>Contractual</mark> / Internship -

POSITION DESCRIPTION
The Admin and Data Asst. will assist with the day-to-day operations of the Office of Academic Performance (OAP) by supporting all the units of OAP and the teams for managing all the office functions, events, data management as and overall administration.

DUTIES AND RESPONSIBILITIES

Administrative Responsibilities
- ✓ Maintain the inventory of OAP and supporting other connected offices for the same
- ✓ Coordinate with interdepartmental teams and procurement department for the acquisition of resources for OAP.
- ✓ Assisting the Office in managing the procurement requests and concerns of other reporting offices.
- ✓ Develop meeting schedules and coordinate for the meetings of VP - Student Success Division with various department and students
- ✓ Develop monthly report of OAP and coordinate with other units
- ✓ Responsible for the upkeep of OAP, Writing Centre, EHSAS Centre and Career Services

Event Management
- ✓ Facilitate interdepartmental teams in organizing events at the campus including SPLASH, New Student Orientation, town halls, workshops, advisory meetings etc. by providing support in:
  - Booking and setting up venues as per need
  - Coordinate with HU event team for food and other arrangements
  - Coordinate with MarCom for printing and event coverage as per need
  - Communicate with the students about the events through emails, coal media groups, campus displays and invitations follow-up
  - Ensure attendance and feedback forms are filled and reports are ready timely

Financial Responsibilities
- ✓ Raise purchase requests of OAP
- ✓ Coordinate with Finance department for approvals
- ✓ Manage petty cash as per need
- ✓ Coordinate with Finance for monthly budget reports
- ✓ Assist the Director in developing and monitoring annual budget

HR Responsibilities
- ✓ In collaboration with the supervisors, developing JDs and Job requests for vacant positions at OAP
- ✓ Coordination with HR
- ✓ Assist the Director in ensuring attendance record and performance review of contractual employees
- ✓ Coordinate with HR for interviews and other requirements as per need

Data Management & Reporting
- ✓ Develop ongoing reports by creating data tables/charts/graphs and writing interpretative narration to represent trends and patterns of student enrolment
- ✓ Managing student communication data
- ✓ Developing dashboards for analyzing evaluation data of OAP services and student performance and enrolment
- ✓ Assist the team in improving the data management system

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Minimum bachelor's degree required ✓ Bachelors in Social Sciences, Business Administration or Public Administration, will be preferred
Required Experience	✓ 1-2 years relevant experience working in an office setting, preferably in university setting

REQUIRED JOB COMPETENCIES

S#	Competency	Criticality (High / Low / Medium)
1.	Event Planning and Management Skills	High
2.	General Office Administrative skills	High
3.	Verbal Communication Skills	High
4.	Written Communication Skills	Medium
5.	Skills for Data sorting, Analysis & Presentation and Report Writing	High
6.	Interpersonal Skills	High
7.	Ability to empathize for Problem Solving	Medium
8.	Expertise in Microsoft Office (Word, Excel, PowerPoint, Outlook calendar Management, Dashboard Report etc.)	High

Verified By (For HR Only)　　　　　Line Manager (If Any)　　　　　Head of the Department