

ROYAL UNIVERSITY OF BHUTAN
JIGME NAMGYEL ENGINEERING COLLEGE

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title	: Assistant Student Service Officer
1.2 Position Level	8
1.3 Occupational Group	: Administrative and Technical Staff
1.4 OVC/College	: Jigme Namgyel Engineering College

2. MAIN PURPOSE OF THE POSITION:

The primary responsibility of the position is to assist the Dean of Student Affairs to look after the welfare of students, especially girls.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1 Look after the welfare and care of the students for the designated residential areas/ hostels under the guidance of Dean of Student Affairs;
- 3.2 Contribute to providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the College;
- 3.3 Assist in inducting new students to hostels and familiarising them to student rules, regulations, common norms and standards in the hostels;
- 3.4 Assist in coordinating with the academic advisor to monitor and support student learning;
- 3.5 Assist in managing and administering student affairs for the given residential area including record keeping;
- 3.6 Listen to students' problems and help them to find resolutions where relevant and refer students to appropriate services such as student support, disability services, counseling, medical services, management etc;
- 3.7 Manage hostel facilities and its surroundings in terms of cleanliness and upkeep of the facilities;
- 3.8 Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events; and
- 3.9 Any other tasks as may be assigned from time to time.

4. SPECIFIC ROLE AND RESPONSIBLES:

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education : Bachelors Degree

5.2 Experience: N/A

5.3 Knowledge Skills and Abilities:

1. Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
2. Good communications skills both in terms of written and speaking.
3. Sound analytical skills with knowledge in planning, management and execution of projects and activities.
4. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
5. Ability to work in teams and ready to work beyond working hours.