

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title	: Assistant Student Service Officer (Male)
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.

1. 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 ROLES AND RESPONSIBILITIES:

4.1. Maintaining student's personal file and keeping record.

- Maintaining student details
- Maintain up-to-date information on students for any kind of studies by programme area, level of programme, gender, nationality etc.

- Keeping record of students (Disciplinary, Leaves, Medical issues and other information).
- Monitoring and mentoring the students as per student Code of Conduct.

4.2. Student Accommodation.

- Allocation of hostel for students as per RUB Student Accommodation Policy 2022.
- Monitoring the maintenance of student resident and welfare of students.
- Hostel Handing taking as per Student Accommodation Policy 2022.
- Monitoring the students disciplinary as per student Code of Conduct.
- Looking welfare of students by maintaining conducive and inclusive learning environment at resident.

4.3. Monitoring of Student Mess.

- Assist Students Leaders in conducting Mess Quotation.
- Assist Students in running Student Mess.
- Assist Students in Mess Auditing and maintaining the audited mess bills.
- Conduct/assist in conducting meetings related to student mess service, draft minutes and communicate follow-ups with the relevant members.

4.4. Student Registration.

- Organising new student's reception under the guidance of DSA.
- Organising student registration every semester.

4.5. Student Leader Election.

- Conducting Student Leader election.
- Organising Student Leaders Khadar and Oath taking ceremony.
- Conduct/assist in conducting meetings related to student service, draft minutes and communicate follow-ups with the relevant members.

4.6. Games, Sports and recreation for students.

- Conducting all Games and Sport tournaments among students.
- Selection and training of College Team to represent college.
- Conduct Regional BUSF as per winter and summer BUSF.
- Conduct/assist in conducting College Sport Committee meetings related to games and sport and draft minutes and communicate follow-ups with the relevant members.

4.7. Co-Curricular Activities.

- Conduct co-curricular activities among students as per Student Activity Calendar.
- Monitor Saturday Work Program (Social Work).
- Assist students in carrying out club activities.
- Assist students in conducting cultural and literature activities.
- Assist Student Leaders in conducting morning assembly.
- Assist in conducting religious activities among students.
- Organising awareness, sensitization and advocacy program as per Student Activity Calendar.
- Assisting and conducting celebration as per Student Activity Calendar.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1 Education : Bachelors

5.2 Experience: N/A

5.3 Knowledge Skills and Abilities

5.3.1 Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.

5.3.2 Good communications skills both in terms of written and speaking.

5.3.3 Sound analytical skills with knowledge in planning, management and execution of projects and activities.

5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.

5.3.5 Ability to work in teams and ready to work beyond working hours.