**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 **Position Title:** Administrative Assistant (Student Record)

1.2 **Position Level:** 13

1.3 **Occupational Group:** Support and Supervisory

1.4 **College/OVC**: Gedu College of Business Studies

**2. MAIN PURPOSE OF THE POSITION:**

Perform routine duties which support Examination & Record Services such as to maintain accurate student information and bio-data, sort and update student personal files every semester applying standard examination policies and procedures to daily work.

**3. GENERAL ROLES AND RESPONSIBILITIES**

* + 1. Assist during admission of new students.
    2. Submit requisition to store & collect stationeries.
    3. Assist in registration of newly admitted students.
    4. Prepare mark sheets as and when requested.
    5. Issue original documents to students as per office order.
    6. Submit progress reports to various offices as and when required.
    7. Submit student information and data to OVC as and when required..
    8. Assist in preparation during annual convocation.
    9. Carry out multi tasking jobs in other departments as and when required.
    10. Draft, type and dispatch correspondences as per the directives of the supervisor.
    11. Assist in administrative duties e.g. photocopying, binding, compilation of materials etc.
    12. Liaise with various people in relation to official work.
    13. Carry out any other tasks assigned by supervisor from time to time.

1. **SPECIFIC ROLES AND RESPONSIBILITIES:** (Provide list of other specific task that is not covered by the Representative Work Activities and list of modules to be taught in the given programme in the case of academics).

4.1 Maintain student record in various formats required by programme

4.2 Maintain and updating student related statistics & office orders

4.3 Ensure safe keeping of records including transcript

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS***:* (Use KSA and Position Profile Matrix in Position Directory as a guide):

* 1. **Education:** Class XII with six months IT Course
  2. **Experience:** Preferences will be given to those with relevant work experience while short-listing.
  3. **Knowledge, skills and abilities requirements**

5.3.1 High level of knowledge in the area of responsibilities.

5.3.2 Good inter-personal skills to garner support.

5.3.3 Good knowledge of operating system, Microsoft Office, Power Point, Excel, Google Spreadsheets, Communication Tools.

* + 1. Teamwork and collaboration.
    2. Professionalism and strong work ethic.

3.3.6 Oral and written communications skills.