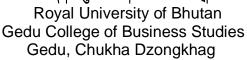


'दर'ळेंद'रेवा'बर्झरेकार्श्वेदाचा Royal University of Bhutan





ROYAL UNIVERSITY OF BHUTAN **GEDU COLLEGE OF BUSINESS STUDIES POSITION PROFILE**

1. JOB IDENTIFICATION:

1.1 Position Title : Asst. Student Service Officer

1.2 Position Level : 8

1.3 Occupational Group : Administrative & Technical

1.4 Mode of Employment: Regular-1 Contract-1 (male) Contract-1 (Female)

1.5 College/OVC : Gedu College of Business Studies

2. MAIN PURPOSE OF THE POSITION:

2.1 The primary responsibility of the position is to assist the Director of College Operations to look after the welfare of students.

3. GENERAL ROLES AND RESPONSIBILITIES

- Look after the welfare and care of the students for the designated residential areas/ hostels 3.1 under the guidance of Director of College Operations;
- 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 familiarizing 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;

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ন্দানেনুকৈন্দোক্রনিকার্নিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্নিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্নিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্নিকার্নিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্ক্রনিকার্



- 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 Carry out any other task that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Understand various policies, procedures and processes related to student services and assist in implementing the policies;
- 4.2 Assist in maintaining records of services rendered to students for any kind of support and services both during and after graduation of students;
- 4.3 Maintain up-to-date information on students for any kind of studies by programme area, level of programme, gender, nationality etc.;
- 4.4 Assist in carrying out student selection and registration in an effective, efficient and in accordance with the policy;
- 4.5 Assist in organizing committee meetings related to students services and draft minutes and communicate follow-ups with the relevant members;
- 4.6 Liaise with the colleges and update student selection criteria;
- 4.7 Assist in conducting student selection and admission required to be done centrally;
- 4.8 Carry out any other duties as may be assigned by the Registrar from time to time.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: Bachelor's Degree

5.2 **Experience:** Relevant work experience will be an added advantage. Preferences will be given to those with relevant work experience in Sports and Physical Education or Counselling or Health Service while shortlisting.

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5.3 Knowledge Skills and Abilities:

- 5.3.1 Excellent written and oral communication skills
- 5.3.2 Excellent computing skills such as MS office/equivalent applications, and others
- 5.3.3 Resilience, high problem-solving abilities, attention to details and a sense of humor
- 5.3.4 Excellent interpersonal skills to engage with students and relevant stakeholders
- 5.3.5 Able to effectively manage the activities, events, and time
- 5.3.6 Ability to set priorities of the workloads, and work to meet deadlines in high pressure scenarios
- 5.3.7 Able to market and promote initiatives and services creatively with impact

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