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College of Science and Technology

Rinchending: Bhutan



Annexure 5A/2

POSITION PROFILE

1. JOB IDENTIFICATION

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|------------------------|---|
| 1.1 Position Title | : Assistant Student Service Officer (Male) |
| 1.2 Position level | : 8 |
| 1.3 Occupational Group | : Administrative and Technical Staff |
| 1.4 Mode of Employment | : Regular |
| 1.5 College/OVC | : College of Science and Technology |

2. MAIN PURPOSE OF THE POSITION

- Provide quality student support services to ensure their welfare and well-being such as health, career counselling, sports, and other co-curricular activities.

3. GENERAL ROLES AND RESPONSIBILITIES

- Look after the welfare and care of the students for the designated residential areas/ hostels under the guidance of Dean of Student Affairs;
- Contribute to providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high-quality residential experience for the student in the College;
- Assist in inducting new students to hostels and familiarizing them with student rules, regulations, common norms and standards in the hostels;
- Assist in coordinating with the academic advisor to monitor and support student learning;
- Assist in managing and administering student affairs for the given residential area including record keeping;
- 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.;
- Manage hostel facilities and its surroundings in terms of cleanliness and upkeep of the facilities;



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- Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events; and
- Any other tasks as may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES

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

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.1. Education: Minimum of a bachelor's degree

5.2. Experience: Relevant work experience will be an added advantage.

5.3. Knowledge, Skills and Abilities

- Excellent written and oral communication skills
- Excellent computing skills such as MS office/equivalent applications, and others
- Resilience, high problem-solving abilities, attention to detail and a sense of humour
- Excellent interpersonal skills to engage with students and relevant stakeholders



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- Able to effectively manage the activities, events, and time
 - Ability to set priorities of the workloads, and work to meet deadlines in high pressure scenarios
 - Able to market and promote initiatives and services creatively with impact

Remuneration:

- Salary will be commensurate in accordance to the existing Rules and Regulations of the Royal University of Bhutan.
