



**JOB DESCRIPTION & PERSON SPECIFICATION**

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|---|---------------------------------|
| <b>JOB TITLE:</b><br>Academics Assistant  | <b>DEPARTMENT:</b><br>Academics |
| <b>POSITION REPORTS TO:</b><br>Academics Controller/ Assistant Academics Controller   |                                 |
| <b>POSITION IS REPORTED BY:</b><br>NA   |                                 |
| <b>MAJOR JOB RESPONSIBILITIES</b>   |                                 |
| <ol style="list-style-type: none"><li>1. Updates the notice boards and make photocopy of lecture materials for faculty members.</li><li>2. Surveys the classrooms and ensures that the classroom gadgets are properly working; and rests of the equipments are in order, and room is properly clean.</li><li>3. Assists the Academics Controller/Assistant Controller in undertaking cancellation and rescheduling the classes, when needed and in issuing the SMS messages to the concerned faculty and students and maintains record of cancelled and rescheduled classes.</li><li>4. Monitors the classes and marks teacher's time-in, time-out &amp; break times and submits the report.</li><li>5. Answers students' queries regarding their courses, registration, and withdrawal etc.</li><li>6. Conducts teachers' evaluation by the students in every semester.</li><li>7. Maintains inventory of Academic materials and updates Academics Controller regarding the required items.</li><li>8. Issues ZABDESK passwords to all faculty members and give orientations of ZABDESK to new Faculty members.</li><li>9. Any other tasks assigned by the Supervisor/Higher Management.</li></ol> |                                 |
| <b><u>PERSON SPECIFICATION</u></b>  |                                 |
| <b>(1) Academic Qualification Required</b><br>Intermediate  |                                 |
| <b>(2) Specific Job-related Skills Required</b><br>1. Interpersonal Skills  |                                 |



2. Good Computer Skills

**(3) Specific Job-related Traits & Behaviors Required**

1. Attendance
2. Punctuality
3. Cooperativeness & Coordination
4. Discipline

**(4) Experience Required**

At least 3 years experience in the areas of academic administration