



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: University Affairs Assistant	DEPARTMENT: Academics
POSITION REPORTS TO: Manager University Affairs	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Assists in accreditation process with Higher Education Commission (HEC), Charter Inspection and Evaluation Committee (CIEC), National Business Education Accreditation Council (NBEAC), National Computing Education Accreditation Council (NCEAC) and other similar agencies.2. Assists in developing and maintaining database of academic and other information about SZABIST that is frequently requested by the HEC and other similar agencies.3. Performs routine office work, data collection, data entry and assists in analysis process to support programs.4. Maintains office files, distributes the mails, faxing and photocopying the documents.5. Other similar tasks assigned by Manager University Affairs, SZABIST.	
<u>PERSON SPECIFICATION</u>	
(1) Academic Qualification Required Masters Degree at least	
(2) Specific Job-related Skills Required <ol style="list-style-type: none">1. Knowledge of the academic processes and operations of the university2. Comprehensive understanding of CIEC, HEC and other accreditation bodies & subsidiaries.3. Ability to communicate effectively with internal departments and external agencies4. Capable of data collection, Compilation, analysis and managing information5. Capability to write comprehensive reports based on complex information	
(3) Specific Job-related Traits & Behaviours Required <ol style="list-style-type: none">1. Attendance & Punctuality2. Cooperativeness & Coordination3. Policy and Procedure Compliance	



4. Discipline

(4) Experience Required

At least 2-3 years of experience in the relevant field.