



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Student Support Services Assistant	Department: Student Support Services SZABIST
POSITION REPORTS TO: Student Affairs Adviser	Position IS REPORTED BY: N/A
MAJOR JOB RESPONSIBILITIES: <ol style="list-style-type: none">1. Meetings<ul style="list-style-type: none">• Coordination of meetings within Student Services• Keeping track of meetings, events and deadlines.2. Data and file management;<ul style="list-style-type: none">• working on documentation related to student activities (extra-curricular, class projects & community services related which make up the Student Support Services report) and other relevant data to do with Student Hand Book under supervision of HoSSS;• Managing database of Student suggestions, complaints and reports on status and details pertaining to resolution/ outcome of student problems to HoSSS and SAAS• internal office work (including secretarial support to Head Student Support Services and Student Affairs Adviser) of student support services; and• Convocation material/ data.3. Minutes of meetings<ul style="list-style-type: none">• To take minutes during Disciplinary Action Committee investigations and those of Anti-Harassment committee and prepare relevant documentation under supervision of respective chairpersons.• Taking minutes of departmental meetings as directed.4. Communications<ul style="list-style-type: none">• Looks into printing and paper work and its delivery as directed by Student Affairs Adviser SZABIST and Head of Student Support Services SZABIST.• Printing and filing of reference letters, warning letters, responses to external entities and thank-you letters• Maintaining records of DC and AHC cases5. Working on and maintaining/ updating Standard Operating Procedures for the department.6. Financial scrutiny of student activities under the guidance of the Student Advisor, keeping in line with financial prudence guidelines; maintaining financial records as per directives of the Finance department7. Any other tasks assigned by the Supervisor/ Higher Management.	

<u>PERSON SPECIFICATION</u> <ol style="list-style-type: none">(1) Academic Qualification Required At least a B.Com(2) Specific Job-related skills Required<ol style="list-style-type: none">1. Proficiency in spoken and written English2. Proficient in MS OFFICE.3. Analytical skills4. Coordination and ability to organize5. Organizing and filing skills.(3) Specific Job related traits & Behaviours Required<ol style="list-style-type: none">1. Attendance2. Appearance3. Focus and commitment4. Discipline5. Policy and Procedure Compliance6. Mental Alertness7. Maintain appropriate professional distance with students, faculty, staff & all employees



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8. Able to withstand pressure
9. Tactfulness

(4) Experience Required

1. At least two years of work in finance department of an organization