



### Job Description Form

| General Information         |                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------|
| <b>Job Title:</b>           | Student Administrative Role Assistant                                              |
| <b>Division/Department:</b> | Associate Provost for Students' Affairs (APSA) Division<br>Students' Life Deanship |
| <b>Section:</b>             | Campus Life Section                                                                |

| Tasks and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <ul style="list-style-type: none"><li>• Assisting in the preparation and organization of activities and events in the sports building.</li><li>• Assisting in the organization, supervision, and follow-up of students on trips.</li><li>• Assisting in organizing the entry and exit of students during events and activities related to the sports building.</li><li>• Entering match results in some sports competitions.</li><li>• Assisting in guiding students by responding to their inquiries.</li><li>• Assisting in translating announcements and informational posters in the building.</li><li>• Communicating with students by phone to confirm their registration when attending sports activities.</li><li>• Following up on student registration for personal lockers for users of sports activity facilities.</li><li>• Assisting in printing monthly statistics reports of sports building users.</li><li>• Registering students for external competitions and tournaments.</li><li>• Assisting in organizing some sports events.</li><li>• Registering users upon entering the sports complex.</li><li>• Guiding users, including students and university staff, to appropriate facilities within the sports complex.</li><li>• Monitoring the use of sports facilities such as (fields and halls).</li><li>• Other duties.</li></ul> |