

Job Description Card

General Information	
Job Title:	<u>Student Administrative Assistant</u>
Department:	Deanship of Admission and Registration – Sector of the Associate Provost for Student Affairs
Unit:	Deanship of Admission and Registration

Responsibilities and Duties
Job Purpose To support administrative operations at the Deanship of Admission and Registration during peak periods of student inquiries, by providing reception services, answering general phone calls, and guiding visitors, while strictly avoiding any handling of official documents or confidential information. Key Responsibilities and Duties • Receive phone calls and respond to general inquiries related to admission and registration procedures and timelines. • Transfer phone calls to the appropriate staff based on the nature of the inquiry. • Greet and guide visitors and students to the relevant departments or staff. • Provide general information and guidance to new students, without disclosing academic or personal data. • Assist in maintaining the reception area and distribute informational materials and brochures. • Categorize and refer general inquiries to the concerned departments for further handling. • Strictly adhere to confidentiality policies and refrain from accessing or handling official student records or documents. • Perform basic administrative support tasks as assigned by the immediate supervisor, within the scope permitted for a student assistant. Scope of Work Provide administrative support limited to general guidance and visitor reception, without system access or handling of official documents or student data.

Work Schedule

During high-demand periods at the Deanship:

- First Semester: June to August (Admission and Registration period)
- Second Semester: November to January (Admission and Registration period)

Required Qualifications and Skills

- Must be a currently enrolled student at one of the university's colleges.
- Excellent communication and customer service skills.
- Professionalism, courtesy, and the ability to work in a busy environment.
- Competency in using telephones and basic office equipment.
- Commitment to confidentiality and adherence to administrative instructions.