



Job Description Form

General Information	
Job Title:	Student Administrative Role Assistant
Division/Department:	Associate Provost for Students' Affairs (APSA) Division Students' Life Deanship
Section:	Residential Life Section

Tasks and Responsibilities
• Event Coordination: • Coordination and assisting the supervision to obtain the necessary permits for organizing events. • Preparing and following up on student attendance lists for events to ensure the regularity of activities. • Direct supervision of the events' progress to ensure their success and safety. • Participation in events and activities held in the residential units. • Ensuring Safety: • Assisting the supervision in ensuring the application of security and safety standards in all activities to ensure the protection of students. • Participation in organizing real and simulated evacuation processes in case of a fire in the building. • Bus Follow-up: • Assisting in the administrative follow-up of registering students' names on bus manifests upon departure from and return to the residence to ensure organization, student safety, and the absence of visitors, if any. • Daily Follow-up in the Supervisor's Designated Building: • Monitoring students in the building during working hours. • Receiving student complaints and suggestions and working to provide effective solutions to improve the residential life environment. • Inspecting the students' designated building with the supervision and preparing daily reports on any maintenance and cleanliness observations. • Administrative follow-up with the supervision on the maintenance and cleanliness reports daily to ensure the workflow in the building. • Reporting any violations, such as smoking or disturbances, to the supervision or management to maintain order, without clashing with the student.

Tasks and Responsibilities

- Supporting reception of new and continuing students at the beginning of each semester in the different residences.
- Inspecting the residence facilities with the supervision, such as the sports club, study halls, and common rooms, to ensure their appropriate use.
- Collecting student feedback on services within the residence and relaying it to the residence management to achieve continuous improvement.
- Submit a weekly report for the completed tasks in the building.