



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
1. Inspecting the buses at the end of the week for female students during their return to and departure from residential units. Ensure that the names of all students are recorded on the bus rosters upon departure and return to guarantee organization, student safety, and the absence of any visitors 2. Submitting the rosters to the supervising staff upon the students' return and departure. 3. Other duties.