



Job Description Form

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

Tasks and Responsibilities
1. Academic Support for Students: • Providing necessary support to students in various subjects and working to enhance their academic skills. • Organizing review sessions or offering individual or group tutoring to improve students' academic performance. 2. Event Coordination: • Coordinating with the administration to obtain the necessary permits for organizing events. • Preparing and following up on student attendance lists for events to ensure the regularity of activities. • Directly supervising the organization of events to ensure their success and safety. • Participating in events and activities held in the residence. 3. Ensuring Safety: • Ensuring that safety and security standards are applied in all activities to protect students. 4. Bus Monitoring: • Verifying that students' names are recorded on the bus rosters when departing and returning to ensure organization, student safety, and the absence of any visitors. 5. Daily Follow-up in the Student Building: • Monitoring the progress of affairs in the building during working hours. • Receiving student complaints and suggestions and working to provide effective solutions to improve the living environment. • Inspecting the student building and reporting any maintenance or cleanliness-related observations to the administration. • Reporting any violations such as smoking or disturbances to ensure order, without confronting the student. • Supporting the reception of new and returning students at the beginning of the academic semester.

Tasks and Responsibilities

- Inspecting residential facilities such as the gym, study rooms, and lounges to ensure their proper use.
- Collecting student feedback on services within the residence and conveying it to the residence management for continuous improvement.
- Submitting a weekly report on tasks completed in the building.