

Job Description Form

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

Tasks and Responsibilities
- Respond to student inquiries regarding Student Support Center services via phone, email, or in person. - Direct students to appropriate resources for necessary support. - Provide comprehensive support to students, ensuring all queries are addressed and students are guided effectively to meet their service needs. - Attend and participate in center-organized events. - Prepare and organize workshops and orientation sessions for international students to adapt to the university environment. - Manage workshop attendance. - Prepare attendance sheets for workshop participants. - Contribute to event reports. - Promote workshops and programs on social media platforms and student WhatsApp groups. - Coordinate presentations for workshops and guidance programs related to counseling and quality of life services. - Collaborate with faculty to offer awareness workshops for students. - Prepare attendance certificates for workshop participants. - Assist in managing presentations for counseling and quality of life workshops. - Support and assist in sending attendance certificates to students for counseling and quality of life workshops. - Translate various documents and review English content for services (advertisements, publications, etc.).