



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
1. Respond to student inquiries regarding Student Support Center services via phone, email, or in person. 2. Direct students to appropriate resources for necessary support. 3. Provide comprehensive support to students, ensuring all queries are addressed and students are guided effectively to meet their service needs. 4. Attend and participate in center-organized events. 5. Prepare and organize workshops and orientation sessions for international students to adapt to the university environment. 6. Manage workshop attendance. 7. Prepare attendance sheets for workshop participants. 8. Contribute to event reports. 9. Promote workshops and programs on social media platforms and student WhatsApp groups. 10. Coordinate presentations for workshops and guidance programs related to counseling and quality of life services. 11. Collaborate with faculty to offer awareness workshops for students. 12. Prepare attendance certificates for workshop participants. 13. Assist in managing presentations for counseling and quality of life workshops. 14. Support and assist in sending attendance certificates to students for counseling and quality of life workshops. 15. Translate various documents and review English content for services (advertisements, publications, etc.).