



Job Description Form

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

Tasks and Responsibilities
1. Help to arrange and organize workshops in coordination with the team and the lecturer. 2. Activate and follow up on workshop links to ensure their readiness. 3. Prepare and organize attendance lists for each training workshop in Jahez program. 4. Respond to student inquiries regarding Jahez workshops and the services provided. 5. Provide support in organizing events and workshops hosted by the center. 6. Prepare necessary materials for events and distribute them to participants. 7. Translate texts. 8. Communicate with Alumni to update their data.