**ROYAL UNIVERSITY OF BHUTAN   
POSITION PROFILE**

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**JOB IDENTIFICATION**

1. **Position Title : Assistant Student Service Officer**
2. **Position Level : 8**
3. **Occupational Group : Administrative and Technical Staff**
4. **OVC/College : College of Natural Resources**

**2. MAIN PURPOSE OF THE POSITION***:*

The primary responsibility of the Assistant Student Services Officer (ASSO) is to assist the Dean of Student Affairs to look after the welfare of students

1. **GENERAL ROLES AND RESPONSIBILITIES:**
2. Look after the welfare and care of the students for the designated residential areas/ hostels under the guidance of Dean of Student Affairs;
3. Contribute to providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student in the College;
4. Assist in inducting new students to hostels and familiarising them to student rules, regulations, common norms and standards in the hostels;
5. Assist in coordinating with the academic advisor to monitor and support student learning;
6. Assist in managing and administering student affairs for the given residential area including record keeping;
7. Listen to students’ problems and help them to find resolutions where relevant and refer students to appropriate services such as student support, disability services, counseling, medical services, management etc;
8. Manage hostel facilities and its surroundings in terms of cleanliness and upkeep of the facilities;
9. Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events; and
10. Any other tasks as may be assigned from time to time.

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS**

**1.1 Education** *: General BA graduates*

**1.2 Experience: Desirable**

**1.3 Knowledge Skills and Abilities**

**Knowledge:** Good communications skills both in terms of written and speaking.

**Skills:** Sound analytical skills with knowledge in planning, management and execution of projects and activities

**Ability:** Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.