

ROYAL GOVERNMENT OF BHUTAN

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 **Position Title:** Assistant Residence Coordinator

1.2 **Position Level:** P5

1.3 **Occupational Group:** Administrative & Technical

1.4 **Place of work:** College of Language and Culture Studies, Taktse, Trongsa

2. MAIN PURPOSE OF THE POSITION:

The main purpose of a resident coordinator is to provide quality student support services through effective management of residence and student centers to ensure the welfare and care of the students. The incumbent shall be also expected to look after some of the specific areas such as health, counselling, sports, and other student related activities.

3. Roles and responsibilities:

- Look after the welfare and care of the students for the designated residential Areas/hostels under the supervision of Dean of Student Affairs;
- 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;
- Settling new students to hostels and familiarizing them to student rules, regulations, common norms and standards in the hostels;
- Coordinate with the academics for student learning;
- Manage and administer student affairs for the given residential area including record keeping;
- Act as a mentor and provide care and social support to students;
- Provide student support activities in the areas of health, counselling, sports, and/or other related areas;
- Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events
- Manage hostel facilities and its surroundings in terms of cleanliness and upkeep of the facilities;
- Report to Estate Manager on issues related to maintenance of the hostel. (Estate Manager should maintain a register in which maintenance works can be reported);

- Maintain inventory of assets within the hostel and be accountable for them;
- Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events; and
- Any other tasks as may be assigned from time to time.

4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

4.1 Education: Bachelor's Degree in any field

4.2 Experience: Preference shall be given to those with relevant experience for the purpose of shortlisting.

4.3 Additional Requirement: Only female candidates are eligible for the position

4.4 Knowledge Skills and Abilities:

- Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- Good communications skills both in terms of written and speaking.
- Sound analytical skills with knowledge in planning, management and execution of Projects and activities. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- Ability to work in teams and ready to work beyond working hours.