

Assistant Student Service Officer

Position Title	: Assistant Student Service Officer
Position Level	: 8 /P5
Pay Scale	: 20645-415-26870
Qualification	: Bachelor Degree in General
Employment Category	: Contract (one and half Years)
Occupational Group	: Administrative and Technical
College	: College of Language and Culture Studies, Royal University of Bhutan, Taktse, Trongsa

Eligibility Criteria

1. Be a Bhutanese Citizen
2. Have attained at least 18 years of age, and not more than 45 years of age.
3. Bachelor Degree in General
4. In education weighting will be awarded as per: Class 10 – 15%, Class 12 – 25% and Bachelor Degree – 60%, Master – 5 bonus and PhD – 5 bonus
5. In experience weighting will be awarded as per: 5 – 10 years – 5 bonus and 10 and above experiences – 10 bonus
6. Preference will be given to those who have sports qualification and training certificates

Documents need to submit during the launch of application in IMS (online with clear scanned):

1. Copy of all academics mark sheet (Class 10, Class 12 and Bachelor Degree), MA and PhD if any
2. Valid Security Clearance Certificate (must valid till at least on the last date of submission)
3. Valid Medical Certificate (must valid till at least on the last date of submission)
4. Valid Audit Clearance Certificate, If employed (must valid till at least on the last date of submission)
5. Valid Citizen Identity Card (must valid till at least on the last date of submission)
6. No Objection Certificate, If employed
7. Relevant training certificates
8. Recommendation letters and referees contact details
9. Individuals contact number and email address

Roles and Responsibilities of Assistant Student Service Officer

1. Understand various policies, procedures and processes related to student services and assist in implementing the policies;
2. Assist in maintaining records of services rendered to students for any kind of support and services both during and after graduation of students;
3. Maintain up-to-date information on students for any kind of studies by programme area, level of programme, gender, nationality etc.;
4. Assist in carrying out student selection and registration in an effective, efficient and in accordance with the policy;
5. Assist in organizing committee meetings related to students services and draft minutes and communicate follow-ups with the relevant members
6. Liaise with the colleges and update student selection criteria;
7. Assist in conducting student selection and admission required to be done centrally;
8. Carry out any other duties as may be assigned by the Registrar from time to time;
9. Look after the welfare and care of the students for the designated residential areas/hostels under the guidance of Dean of Student Affairs;
10. 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;
11. Assist in inducting new students to hostels and familiarizing them to student rules, regulations, common norms and standards in the hostels;
12. Assist in coordinating with the academic advisor to monitor and support student learning;
13. Assist in managing and administering student affairs for the given residential area including record keeping;
14. 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;
15. Manage hostel facilities and its surroundings in terms of cleanliness and upkeep of the facilities;
16. Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other useful events; and
17. Any other tasks as may be assigned from time to time.

Disqualification:

1. Unclear documents will be not entertained and missing documents will not responsible by organization;
2. Invalid documents will be not responsible for organization;
3. The applicants will be disqualified if any candidates are found with any following conviction:
 - a) Convicted of a criminal offence or is under investigation or prosecution for a criminal offence; or
 - b) Terminated or compulsorily retired from the University, the Government, Corporation or Projects; or
 - c) Adjudged medically unfit for employment by a competent medical doctor; or
 - d) Intentionally provides false information in the application for employment or used fraudulent practices in the recruitment processes; or
 - e) Furnished fake/forged testimonials; or
 - f) Failed to furnish testimonials as required under the University rules.