



JOB DESCRIPTION

JOB TITLE: Assistant - University Affairs	DEPARTMENT: Academics
POSITION REPORTS TO: Senior Manager - University Affairs	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Assists in accreditation process with Higher Education Commission (HEC), Charter Inspection and Evaluation Committee (CIEC), National Business Education Accreditation Council (NBEAC), National Computing Education Accreditation Council (NCEAC) and other similar agencies.2. Assists in developing and maintaining database of academic and other information about SZABIST that is frequently requested by the HEC and other similar agencies.3. Performs routine office work, data collection, data entry and assists in analysis process to support programs.4. Maintains office files, distributes the mails, faxing and photocopying the documents.5. Other similar tasks assigned by Manager University Affairs, SZABIST.	