

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Assistant Events Officer	DEPARTMENT: Students Support Services
POSITION REPORTS TO: Head of Student Support Services	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	% of Total Work-load
<ol style="list-style-type: none"> 1. Campus Information Management and Maintenance of Campus Calendar: Prepares and handles SZABIST Calendar of academic, non-academic and co-curricular activities. Weekly Calendar of Upcoming Events: Shares a weekly calendar, of the upcoming week's activities every Saturday. 2. Record keeping and reporting with respect to events <ul style="list-style-type: none"> ○ Coordination for reporting <ul style="list-style-type: none"> ▪ Coordination with Dean/ HoDs/ PMs/ PSOs for program-related activities ▪ Coordination with Offices of President/ VP/ Director Academics for other SZABIST activities and events ▪ Coordination with EDC, Student Services, ERFA, SAA, SSC, HoSSS and Convocation Committees ▪ Coordinates with Admin and Finance ▪ Coordinates with Academic Services Departments: Academics, Admissions, Examinations, IR, University Affairs etc ○ Keeping a record of press coverage and pictures of all events. ○ Monthly report <ul style="list-style-type: none"> ▪ Compiles a monthly report of all SSC/student body (apart from class projects) related activities by 5th of every month that is to be submitted to Student Affairs Adviser and Head of Student Support Services. ○ SZABnings <ul style="list-style-type: none"> ▪ Providing necessary data and arranging write-ups 3. Social and Digital Media: <ul style="list-style-type: none"> ○ Manages information related to the events on/ off campus on Facebook, Twitter and other social media, including pre-information and post-event posts. ○ Member, website committee (ex-officio) 4. Event Processes <ul style="list-style-type: none"> ○ Prepare SOPs for all events to be held at SZABIST as discussed with and directed by Student Affairs Adviser and Head of Student Support Services. ○ Maintain checklists for all events to ensure pre event arrangements 	

- collateral, event promotion, giveaways, setup, multimedia, food (if included), security, parking and so forth
- Keeping track of events and deadlines.
- 5. Event Coordination: Provides on-ground support for
 - EDC events
 - Career Fair
 - Corporate Finesse Workshop
 - Alumni Reunion
 - Networking
 - Students development workshops
 - Career guidance sessions including mock interview sessions
 - Student Advisory
 - Student activities support
 - Orientation
 - Convocation
 - Secretary, Convocation Committee: taking minutes, completing the Convocation file; maintaining checklist
 - Student Activities
 - Supervises student activities within and outside campus, after requisite approvals and as per SZABIST guidelines. Maintaining proof of approvals (from departments and from PMs-if related to class activities, from Student Advisor-if related to SSC etc)
 - Others
 - Assists in SZABIST activities held on campus and off campus.
- 6. Any other tasks assigned by the Supervisor/Higher Management.

PERSON SPECIFICATION:

Academic Qualification Required

1. Bachelor's Degree

Specific Job-related Skills Required

1. Proficient in MS OFFICE (Word, Excel & PowerPoint specifically)
2. Excellent Oral and written communication skills
3. Ability to coordinate and organize
4. Familiarity with technology (computers & their functioning)

Specific Job-related Traits & Behaviors Required

1. Attendance
2. Appearance
3. Focus and commitment
4. Discipline
5. Policy and Procedure Compliance
6. Mental Alertness

7. Maintain appropriate professional distance with students, faculty, staff & all employees