



## Shaheed Zulfikar Ali Bhutto Institute of Science & Technology

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>JOB TITLE:</b>  <b>Student Support Services Officer/ Assistant</b>	<b>Department:</b> <b>Student Support Services SZABIST</b>	
<b>POSITION REPORTS TO:</b> <b>Student Affairs Adviser</b>	<b>Position IS REPORTED BY:</b> <b>N / A</b>	
<b>MAJOR JOB RESPONSIBILITIES:</b>  <ol style="list-style-type: none"><li>1. Meetings<ul style="list-style-type: none"><li>• Coordination of meetings within Student Services</li><li>• Keeping track of meetings, events and deadlines.</li></ul></li><li>2. Data and file management;<ul style="list-style-type: none"><li>• working on documentation related to student activities (extra-curricular, class projects &amp; community services related which make up the Student Support Services report) and other relevant data to do with Student Hand Book under supervision of HoSSS;</li><li>• Managing database of Student suggestions, complaints and reports on status and details pertaining to resolution/ outcome of student problems to HoSSS and SAAS</li><li>• internal office work (including secretarial support to Head Student Support Services and Student Affairs Adviser) of student support services; and</li><li>• Convocation material/ data.</li></ul></li><li>3. Minutes of meetings<ul style="list-style-type: none"><li>• To take minutes during Disciplinary Action Committee investigations and those of Anti-Harassment committee and prepare relevant documentation under supervision of respective chairpersons.</li><li>• Taking minutes of departmental meetings as directed.</li></ul></li><li>4. Communications<ul style="list-style-type: none"><li>• Looks into printing and paper work and its delivery as directed by Student Affairs Adviser SZABIST and Head of Student Support Services SZABIST.</li><li>• Printing and filing of reference letters, warning letters, responses to external entities and thank-you letters</li><li>• Maintaining records of DC and AHC cases</li></ul></li><li>5. Working on and maintaining/ updating Standard Operating Procedures for the department.</li><li>6. Financial scrutiny of student activities under the guidance of the Student Advisor, keeping in line with financial prudence guidelines; maintaining financial records as per directives of the Finance department</li><li>7. Any other tasks assigned by the Supervisor/ Higher Management.</li></ol>		



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### **PERSON SPECIFICATION**

- (1) Academic Qualification Required  
At least a B.Com
  
- (2) Specific Job-related skills Required
  1. Proficiency in spoken and written English
  2. Proficient in MS OFFICE.
  3. Analytical skills
  4. Coordination and ability to organize
  5. Organizing and filing skills.
  
- (3) Specific Job related traits & Behaviours 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
  8. Able to withstand pressure
  9. Tactfulness