

b) Student Service office:

- i) Present a professional, helpful atmosphere and positive attitude for students, staff, visitors, and callers.
- ii) Present a professional, helpful atmosphere and positive attitude for students, staff, visitors, and callers, answering incoming calls, and directing as needed and/or providing appropriate information and successful resolution of routine administrative issues relative to SSO.
- iii) Provide administrative support including maintaining calendars, collection and compilation of data, drafting of correspondence and other materials, operation of standard office equipment, supply ordering and inventory, as well as the processing of requisitions, invoices, and other requests.
- iv) Also, administrative support for health and safety services, managing doctor's requirements, maintain medicines stocks, deal with medicine vendor and other safety and hygiene related activities.
- v) First aid box distribution, refilling, and management as well as to organize First Aid training for students.
- vi) Handling Insurance services such as students' insurance, coverage, claim clearance as well as deal with the insurance agent for such activities.
- vii) Coordinating SSO activities such as verifying medical and anti-ragging and other program documentation, to prepare ID card and distribute, student orientation, housing/accommodation services, and clearance process.
- viii) Create, support, and assess non-academic programs for students.
- ix) Deals with parents and visitors and coordination of the campus tour.
- x) Track SSO expenditures and maintain budgets using Excel and MIS.
- xi) To perform any other responsibilities and tasks necessary for the smooth functioning of the work and as assigned.