

### **Terms of Reference for Asst./Student Services & Admissions Manager**

The Student Services & Admissions Manager or Assistant Manager (depending on qualifications and experience) will assist the Registrar/Head of Student Services Department in the oversight and operational management of all student services of the college and shall serve as the focal person for admission and student related activities at the college.

A general framework for the roles and responsibilities (including but not limited to the following) of the said position is outlined below:

1. Operationalise, develop/review and implement the College's admissions and student recruitment processes:

Serve as the Secretary of the Admissions Committee, manage and execute the admissions logistics in conjunction with the relevant officers, review and update the admissions processes/student admission database and related automation of these functions, coordinating with scholarships partners and administering MoUs.

Oversee student recruitment-prepare and coordinate the annual admissions plan, coordinate with recruitment and marketing strategies and liaison with relevant offices/stakeholders, conducting relevant research, and reviewing past admissions plan and reports, data analysis, etc.

Coordinate and supervise student orientation and induction programmes, student hand books, etc. Oversee the maintenance and systematic management of student records in hard copy and student database, ensure confidentiality of records.

2. Coordinate other Student Services related functions

Oversee, coordinate and assist in the conduct of all the student activities, guide and support the student government in implementing various activities

Supervise and support the Residence Mentors in planning and allotting residence hall seats and implementing the rules and regulations.

Oversee campus services pertaining to students – security, dining and cafeteria contracts, health and all other services, administrative affairs pertaining to student services, etc.

Periodic Student Feedback surveys – follow-up and analysis, reporting

Other student services related affairs

3. Other responsibilities include:

Support the preparation and implementation of annual budget.

Documentation of processes and developing standard operating procedures.

Supervise other officers in the Student Services Offices as assigned.

Any other duties as may be assigned.

Reporting: Student Services & Admissions Manager or Assistant Manager shall report to the Registrar/Head of Student Services Department.