

RTC Terms of Reference - Academic Affairs Department Office Assistants

The tasks will be divided between two OAs on rotation basis

1. Photocopying of the materials:

- OAs will assist faculty and other AAD staff to photocopy the materials as and when they request to have.
- OAs will assist the Exam Committee in printing and photocopying the questions papers and other supports required.

2. Student Visit to Faculty Block:

- OAs will not entertain students visit to faculty block for casual visit. There should be no students waiting in the faculty block for any reason if not accompanied by faculty – please ask them what their business is, and have them exit the building if there is nothing specific they are there for.
- OAs will not allow drop of the students' assignments at the front desk.
- OAs will call the respective faculty at their designated extension number if the students request to see the faculty.
- OAs will not entertain students in terms of photocopying or printing their assignments and materials, or any other non-official work.

3. Transaction of the multimedia equipment:

- AAD OAs will follow and ensure that faculty follow the proper transaction procedures.
 - OAs will issue and collect equipment only from faculty and remind them of the same (and inform the Dean/Assoc Dean) if faculty violate this.
 - OAs will ensure faculty properly sign out and sign back in all equipment.
 - OAs will not issue equipment outside office hours unless it will be collected by the CE coordinator in the evening, or with a written authorization from the Dean/Assoc Dean.
- OAs will regularly report any problems/issues regarding equipment should be reported to the Academic Manager immediately.

4. Others:

- OAs will be responsible for setting up of tea and coffee counter and also bringing toiletries and stationeries.
- OAs will assist other AAD staff and faculty when required.
- OAs will be responsible to keep the front desk and kitchen area clean.
- OAs will do messenger duty when required.
- OAs will handle the electricity and telephone bills.
- OAs will maintain all other employee requirements including those concerning leave and office hours. OAs will report and leave college on time (8:30am to 5:30pm, and adjusted winter timing). However, if OAs due to some reasons need to report late, leave early or stay on leave; OAs need to inform either Dean, Associate Dean or Academic Manager (a day ahead or first thing in the morning).
- OAs will report to the Academic Manager regarding all the front desk issues, but may report all equipment issues to the concerned Academic Officer directly.

The office assistants will report the Academic Manager / Associate Dean / Dean as delegated.