

RTC Terms of Reference - Assistant Academic Officer

The main responsibilities of the Assistant Academic Officer (AAO) is to assist with the administration and operation of the Continuing Education (CE) course on a regular basis. The timings for this position will generally be from 2 p.m. to 8 p.m.

Other roles and responsibilities of the Assistant Academic Officer include:

- Provide all necessary administrative and logistical support for the day-to-day activities and requirements of the academic programmes at the College.
- Gather and compile data or requested information from faculty members and students into short reports, tables, graphs, etc. for programme leaders.
- Coordinate and help organize department events as part of the academic programmes, e.g. logistics for guest speakers.
- Enter data and check data entry of others regularly.
- Prepare standard official correspondences, e.g., correspondences with any outside partners for field work, attachments/ internships for students, on receiving such requests from the tutors/ program leaders.
- Support the implementation of the Student Advising system.
- Manage student feedback. Constantly improve student satisfaction survey/ feedback system.
- Inform the relevant personnel in Student Services and keep a record of when students are sent out on tour or for other off-campus academic activities.
- In support of Career Development, assist in designing curriculum and activities for career skills classes. Provide students platforms to study, contemplate, and explore career options on the basis of their strength and interest (career counsel). These include activities like career fairs, panel discussions, guest lecturers etc.
- Mobilize resources - both internal and external, to initiate learning, preparing and practicing skills for interviews including mock interviews, RCSC prelim preparations etc.
- Serve as a resource and referral source for students seeking various types of assistance in terms of their internships, projects, study visits, etc.
- Develop outreach with potential employers.
- Facilitating teaching faculty with teaching resources like stationery and projectors, IT Labs, etc.
- Assist with equipment handling, regular health check and maintenance of resources such as computers, printers, copiers and projectors with the academic department.
- Record any student and faculty complaints/enquiries.
- Assist and report to the Associate Dean/Dean, on a regular basis, on matters of academics such as classes held, attendance of staff and students, classroom spaces, equipment, library and IT services etc.
- Assist CE Orientation. Manage Book/Course pack requirement.
- Any other duties which may be assigned occasionally; will be called upon to carry out any relevant activities at the college from time to time.

This position is supervised by the Academic Manager / Associate Dean / Dean as delegated.