

## **Terms of Reference - Assistant Student Services Officer**

The primary responsibility of the **Assistant Student Services Officer (ASSO)** is to assist the Student Services and Admissions Manager with student admissions and student recruitment.

The specific duties and responsibilities are as specified below:

- Assisting and coordinating the registration / admission process.
- Tracking, managing, and maintaining student records.
- Updating students' information in the RTC database.
- Answering questions and solving issues with respect to admissions (regular and continuing education students).
- Updating admissions information on the RTC website.
- Preparing and publishing announcements for current students.
- Analyze admissions and student data on a regular basis.
- Keeping track of student housing and allotment in conjunction with Mentors, move-in & move-outs, etc.
- Processing refund of security deposit and related functions.
- Coordinate scholarship programmes with external partners.
- Assist the Marketing Officer in delivering presentations for open-house for prospective high school students.
- Assist the Marketing Officer during school visits undertaken by MKO.
- Any other duties which may be assigned.

This position will be supervised by the Student Services and Admissions Manager as delegated.