

## Job Card

- Job Title: Employee of Students' Affairs Unit

### Job Reference

- Manager of Students' Affairs Unit

### Job Summary

- Prepare study schedules, register the students, distribute classrooms and record students' marks.

### Job Description

- Register scientific courses for all male and female students in the faculty.
- Prepare students' lists.
- Follow-up study schedules for all years and departments and send them to the students and staff.
- Distribute classrooms and lecture rooms to all years and departments.
- Prepare exams' schedules and assign supervisors for periodical, mid-terms and final exams.
- Reply to all transactions related to students' affairs after completion of all data.
- Follow-up equivalency of courses, related to students transferred from other universities or from other faculties in King Abdul-Aziz University.
- Perform any other work, related to his job, assigned to him by the Manager of the Students' Affairs Unit.

### Qualifications and Experiences

- General Certificate of Secondary School at least.
- One year experience in student Affairs.

### Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communication with others.
- Fluent in written, read and spoken English.
- Proficient in using computer.