

Job Card

- Job Title: Manager of Students' Affairs Unit

Job Reference

- Vice-Dean

Responsible for

- Employees of Students' Affairs Unit

Job Summary

- Supervise preparation of the study schedules, students' registration, distribution of classrooms and record of students' marks.

Job Description

- Supervise the Students' Affairs Unit.
- Supervise the registration of scientific courses for all male and female students in the faculty.
- Supervise preparation of students' lists.
- Follow-up the study schedules for all years and departments and send them to the students and staff.
- Supervise the distribution of classrooms and lecture rooms to all years and departments.
- Supervise the preparation of exams' schedules and assign supervisors for periodical, mid-terms and final exams.
- Supervise exams for all years and solve problems which may occur.
- Write a report about exams and prepare cheating assignments.
- Follow-up the recording of students' marks.
- Collect all transferring and excuse applications and convey them to the Academic Affairs Unit.
- Reply to all transactions related to students' affairs after completion of all data.
- Convey all excuse applications and documents related to deprivation from exams due to exceeding attendance percentage and medical reports, which recommend postponing the exam date to the Academic Affairs Unit.
- Follow-up achievement of subjects' equivalence, related to students transferred from other universities or from other faculties in King Abdul-Aziz University.
- Coordinate with the employees of education services, maintenance and cleaning for preparation of classrooms.

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.
- Has a leading personality and willing to take responsibility.
- Skilled in communication with others, encouraging them to team work.
- Fluent in written, read and spoken English.
- Proficient in using computer.

