

## **Terms of Reference – Assistant International Relations Officer (AIRO)**

**The Asst. International Relations Officer** will primarily be responsible to assist the IRO to manage the international exchange programs and coordinate the logistics of these programs. The AIRO will need to work closely with IRO in developing new international revenue sources for RTC including affairs pertaining to the recruitment of international students.

A general framework for the roles and responsibilities (including but not limited to the following) of the Asst. international Relations Officer is outlined below:

### **1. Oversee current exchange programmes & partnerships:**

- Focal point for managing logistics for all international programmes.
- Render assistance in carrying out logistics for sending RTC students to international programmes – need to work closely with other offices – SSD, AAD, etc.
- Assist in liaising, travel arrangements/ticketing, visas, permits, transport, accommodation, currency exchanges, orientation programme logistics, etc. for International student and Program Director.
- Assist IRO with internship placements, coordinating meeting with various stakeholders, organizing events & guest speakers for these groups, organizing field visits / study tours – route permits, vehicle hire, accommodation, itineraries, any other duty that may be assigned.
- Custodian of exchange programmes' items – equipment, linen, etc., replenishment and shopping, upkeep of these items (laundry, handing & taking over, etc.)
- Maintain & Update relevant links pertaining to International Students on RTC website; write-ups on activities pertaining to international student, etc.
- Coordinating events / guest lectures for exchange programs, dinners, gatherings, excursions, gifts, etc.
- Conduct feedback surveys, analysis, etc.

### **2. Other responsibilities include:**

- Assist in developing and publish all required materials – both in hard copy and on the internet – for all international market segments and carry out outreach activities, publicity & PR, etc.
- Attending ad hoc international visitors & walk in guests – meetings, campus tours, etc. and keep records of all international visitors, including names, organization, length of stay and purpose. Survey all international visitors at the end of their stay, and record the feedback.
- Assist / support Development & External Relations Dept. as and when needed.
- Any other duties as may be assigned.

**Reporting:** The Asst. IRO shall report to the International Relations Manager or in his/her absence, the Dean, Development & External Relations Department.

**Qualifications:** The ideal candidate will have an undergraduate degree from abroad and should have a minimum of 1 year work experience, ideally in higher education or training and/or sales with international experience.