

### **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:

1. Assisting and coordinating the registration / admission process.
2. Tracking, managing and maintaining student records.
3. Updating students' information in the RTC database.
4. Answering questions and solving issues with respect to admissions (regular and continuing education students).
5. Updating admissions information on the RTC website.
6. Preparing and publishing announcements for current students.
7. Performing quantitative data analysis on admissions and student data on a regular basis.
8. Keeping track of student housing and allotment in conjunction with Mentors, move-in & move-outs, etc.
9. Processing refund of security deposit and related functions.
10. Coordinate scholarship programmes with external partners.
11. Coordinate and assist the Marketing Officer in delivering presentations for open-house for prospective high school students.
12. Assisting the Marketing Officer in preparation of student recruitment marketing materials during school visits undertaken by MKO.
13. Any other duties which may be assigned.

This position will be supervised by the Student Services and Admissions Manager or in his/her absence the Registrar.