



JOB TITLE: Head of Student Affairs

ENTITY: Student Affairs Department

REPORTS TO: Assistant Dean for Finance & Administrative Affairs (ADFAA)

SUPERVISES: Student Affairs Officer, Student Council Members, Student Accommodation

JOB SUMMARY:

The Head of Student Affairs is responsible for fostering a positive and engaging student environment. This includes managing co-curricular activities, student services, and recreational facilities while ensuring adherence to college policies and regulations. The role involves strategic planning, event organization, and policy communication to enhance the overall student experience.

KEY RESPONSIBILITIES:

1. Develop and implement action plans aligned with the college's strategic goals to improve student welfare and experience.
2. Plan and organize a wide range of student events and activities that cater to diverse interests, encouraging active participation.
3. Promote and support student involvement in co-curricular and recreational activities, ensuring high participation rates.
4. Collaborate with academic departments to plan and promote cultural activities, clubs, and societies that align with student interests.

5. Collect and analyze student feedback to continuously improve campus life, addressing grievances and appeals according to established policies.
6. Communicate institutional rules and regulations clearly to students, guiding them through the appeals process when necessary.
7. Lead the Student Council, promoting student representation in institutional decision-making and activities.
8. Participate in disciplinary committees, accurately documenting and reporting outcomes of investigations.
9. Collect, manage, and analyze data on student orientation, appeals, and extracurricular activities to inform decisions and drive improvement.
10. Supervise Student Council Members and oversee Hostel operations, ensuring compliance with college policies.
11. Collaborate with Facilities Management to maintain a safe, secure, and healthy campus environment.
12. Prepare semester and annual reports detailing departmental activities, accomplishments, challenges, and future plans.
13. Perform other related duties as assigned by management, within the scope of practice.

PLANNING & REPORTING RESPONSIBILITIES:

Standard Documents:

1. **Department Operational Plan** – Annual (start of the academic year).
2. **Department Action Plan** – Annual (start of the academic year).
3. **Department Risk Register** – Annual (start of the academic year).
4. **Semester Report** – Biannual (end of Fall & Spring semesters).
5. **Annual Report** – Submitted at the end of the academic year.
6. **Operational Plan Outcome Report (KPI Achievement Reporting)** – Interim and annual
7. **Department Risk Monitoring Report** – Interim and annual

DEPARTMENT DOCUMENTATION:

1. **Student Orientation Programme Schedule** – Updated every semester.
2. **Orientation Materials** (including presentation slides) – Maintained annually.
3. **Orientation Process Survey & Improvement Report** – Collected and analyzed annually.
4. **Data on Cheating Cases & Penalties** – Documented annually.
5. **Investigation Reports on Cheating Allegations** – Reported every semester.
6. **Behavioral Misconduct Cases & Resolutions** – Documented every semester.
7. **Disciplinary Committee Reports on Behavioral Misconduct** – Updated every semester.
8. **Student Appeals Against Misconduct Cases** – Reported every semester.
9. **Data on Non-Academic Grievances & Outcomes** – Collected every semester.
10. **Academic Appeals & Resolutions** – Recorded every semester.
11. **List & Details of Extracurricular Activities** (including participation rates) – Reported every semester.
12. **List & Terms of Reference (ToR) of Active Student Clubs** – Updated annually.
13. **Club Activities Reports** – Submitted every semester.
14. **Details of Student Representatives on Committees** (including attendance records) – Updated every semester.
15. **Student Council Meeting Minutes** – Recorded every semester.