



## Structure

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## **SPECIAL STUDENT ADVISOR**

- To allocate and prescribe departmental staff duties and responsibilities.
- To guide and supervise on achievement of the overall goal and objective of the office
- To guide and supervise the entire bursary processing stages
- To guide and supervise the procurement of office stationery.
- To supervise and guide in the maintenance of the office equipment and furniture
- To link all departmental operations with senior University administration, in particular with the office of Vice-Chancellor.
- To hold regular meetings with staff members at least once quarterly.
- To guide and supervise registration of needy students.
- To recommend needy students for allocation of work study and business premises.
- To represent the University within and outside on matters pertaining the office functions.
- To articulate both staff and students' needs to the university top management.
- To guide and supervise the procurement of the office equipment and furniture.
- Any other duty allocated by Vice-Chancellor.

## **ADMINISTRATIVE ASSISTANT**

- Recording for all applications in the needy students register.
- Retrieve and attach references from the referees to their respective applications.
- Records management.
- Department Web Champ
- Department representative in the Environmental Sustainability Central Administration team
- Representing the Special student Advisor in meetings.
- Any other duty assigned by the Special Student Advisor.

### **SECRETARY**

- Typing of letter to the referees
- Updating the students' database.



- Procurement of office furniture, stationery and equipment.
- Custodian of petty cash.
- Any other duties assigned by the Special Student Advisor.

## SECRETARY

- Vetting of all application letters.
- Processing of letters to the referees.
- Processing of bursaries lists.
- Any other duties assigned by the Special Student Advisor.

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