

	Senior Administrative Executive
	Full time
	FET/SCS

Develop, draft, and prepare routine documents for correspondence.
Maintain stock of the faculty.
Prepare requisition forms and purchase orders if required.
Print or duplicate course materials and other faculty documents for all campuses.
Assist in registration of students during registration days.
Ensure ample letterheads and other printing materials are available.
Participate in college events when needed.
Maintain staff and student notice boards.
Take care of the resources of the faculty and the college.
Assist in typing and revising documents.
Prepare moderation kits for each semester.
Arrange or cancel extra classes.
Collect assignments from the reception box and hand them over to lecturers.
Print block assignments and hand them over to lecturers.
Attend Saturday duties.
Distribute and collect exam papers from lecturers.
Pack past semester papers and assignments.
Prepare pay sheets for lecturer exam paper and assignment marking.
Hand over assignment extension forms and make copies.
Send lecturer details to HR every semester.
Prepare mark sheets, finalize them, and report to the Faculty Head.
Register students and develop FET student lists.
Other ad hoc tasks assigned by the faculty/college.
Maintain student records, retention, and progress status

