

VACANCY NOTICE

REF: C05062024

POSITION	MANAGER – DEPARTMENT OF STUDENTS AFFAIRS & SPORTS DEVELOPMENT
LOCATION	NILAI, NEGERI SEMBILAN
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

- Oversee and manage daily operations of the Department of Student Affairs.
- Be responsible for planning and organizing events, social, and sporting activities to enhance and enrich student life at the University
- Oversee sports development, coordinate all University sports activities, and manage the University's sports and recreational facilities.
- Advise and guide student clubs and societies to encourage higher student participation and more dynamic activities.
- Prepare, develop, and train the University Sports Teams for inter-university and external competitions such as MAPCU, MAHASISWA, MOHE, etc.
- Manage student accommodation services
- Develop an annual calendar of sports and student activities.
- Develop and monitor departmental budgets and resource allocation.
- To ensure compliance with university policies and relevant regulations.

JOB REQUIREMENTS

- Bachelor's degree in Psychology, Education, Sports Science or related field.
- Minimum of 5 years of experience in student affairs and counselling.
- Strong leadership and managerial skills.
- Excellent communication and interpersonal abilities.
- Proven ability to develop and implement effective student support programs.
- Knowledge of current trends and practices in student affairs and counselling.
- Ability to work collaboratively with diverse student populations and staff.
- Experience with budget management and resource allocation.