

## JOB DESCRIPTION

Designation	Student Engagement Associate (TP Career Kickstarter)
School/Department	Student Development & Alumni Affairs
Number of Position	1
Duration	6 months

Key Responsibilities
<ul style="list-style-type: none"> <li>• Support the drafting of a proposal to better understand student needs and engagement gaps, including research on best practices and consultation with key stakeholders.</li> <li>• Help design surveys, focus group guides, and digital tools to collect meaningful insights on student participation, interests, and challenges.</li> <li>• Work with the Student Engagement team to ideate and test new initiatives or pilot programs aimed at boosting student involvement.</li> <li>• Develop templates, toolkits, or SOPs for the team, including calendars, campaign checklists, event reflection forms, and engagement dashboards.</li> <li>• Assist with planning, promoting, and executing student engagement or co-curricular events and activations, supporting logistics, content creation, and real-time coordination.</li> <li>• Create or curate engaging visuals, captions, and stories for TP's student engagement platforms; help schedule posts and monitor engagement.</li> <li>• Maintain records, collate reports, track project progress, and help prepare materials for internal meetings and presentations.</li> </ul>

Prerequisites
<ul style="list-style-type: none"> <li>• Qualification in suitable disciplines, including Communications, Social Sciences, or Business with exposure to research, media, or project work.</li> <li>• Interest in student life, campus culture and engagement mechanisms at TP.</li> <li>• Knowledge of survey design and data collection methods.</li> <li>• Familiar with survey and data collection tools such as Google Forms, Typeform, and SurveyMonkey.</li> <li>• Proficient in using digital tools for media and document creation, including Canva and Google Workspace (Docs, Slides, Sheets).</li> <li>• Proficient in basic video or photo editing tools.</li> <li>• Able to manage multiple priorities and meet deadlines.</li> <li>• Independent worker while also being a proactive team player.</li> <li>• Resourceful and willingness to learn.</li> </ul>