

## JOB DESCRIPTION (Career Kickstarter)

Designation	Student Development and Operations Assistant
School/Department	School of Business
Number of Position	1
Duration of Role	12 months

### KEY RESPONSIBILITIES

- Assist in the planning, coordination, and execution of student development programmes, workshops, events, and camps.
- Support logistical arrangements, including venue booking, materials preparation, and coordination with vendors and stakeholders.
- Procure items and materials required for events, including sourcing, comparing quotes, and managing purchases.
- Supervise workers and vendors during event set-up and teardown to ensure arrangements are in order.
- Help facilitate on-the-ground activities and ensure smooth delivery during events and programmes.
- Create promotional EDMs (electronic direct mailers) and posters for upcoming events and programmes.
- Produce short social media reels and posts to showcase students' experience and event highlights.
- Assist in organising, updating, and cleaning up of records and databases.
- Any other duties as assigned to support student development and Integrated Services team.

### PREREQUISITES

- Qualification in any discipline.
- Prior involvement in CCAs, student clubs, or community organisation during studies, demonstrating leadership, teamwork or event experience.
- Proactive and demonstrates initiative.
- Willingness to work on weekends or evenings when required.
- Basic proficiency in design tools (eg. Canva)
- Strong written and verbal communication skills.
- Effective presentation skills. Good interpersonal skills with the ability to collaborate across teams.
- Able to manage multiple priorities and meet deadlines.
- Positive attitude and willingness to learn.