

Job Title	Junior Executive
Faculty/ Dept	Department of Student Affairs
Role Responsibilities	<ul style="list-style-type: none"> • Counselling prospective parents and students for hostel accommodation and other clarifications • Attend to scholarship enquiries • Liaise with staff of all faculties for organizing events • Distribution of University Kits for all newly enrolled students • Updating and maintaining of office files of the Directorate • Segregation and distribution of Health Insurance cards for all the students of the University. • Assist in all the events coordinated or organised by DSA , Online Bus pass application verification • Documentation of all events and preparation of reports • Coordinate medical and dental check-ups of students • Coordination of workshops or other student centric events • Coordination with Student Club heads and Student Council members • Assisting in processing of institution scholarships • Coordinating with students for inter-university competitions • Attend to calls made on student grievance helpline number • Dissemination of information to student related activities • Actively participate in skill development programs organized by the university • Actively contribution to the RUAS Annual Report • Any additional responsibilities given by the Directorate
Qualifications & Experience	UG in any discipline Experience: Minimum of 3+ years
Scale of Pay	As per University norms
Email your CV and other relevant documents.	hr@msruas.ac.in