



TITLE: STUDENT AFFAIRS AND ALUMNI EXECUTIVE – JOB DESCRIPTION
REPORTING TO DEAN AND CEO OF MAHSA INTERNATIONAL COLLEGE, PENANG

- Calendar Management of the Deans.
- Manages extensive and constantly changing schedules for the Deans; responds to meeting requests and does translation.
- Provides administrative support and office reception to the Deans' offices.
- Maintains a comprehensive administrative filing system for the Deans' offices.
- Performs general administrative duties such as word processing, filing, answering phones, photocopying, faxing, creating, and retrieving correspondence.
- Perform other duties as assigned by the Dean.
- Manage and distribute incoming and outgoing internal and external mail.
- Prepare documents as necessary utilizing Microsoft Office software.
- Maintain communication between the Dean of Faculty, staff, and students.
- Maintain confidentiality of records and information.
- Coordinate appointments for the Dean of Academics.
- Assist in the management of due dates for various governmental reports, surveys, etc.
- Announce all class cancellations/changes.
- Prepared appreciation letter regarding Dental Camp.
- Prepared repeaters list details.
- Circular-Exam, CPD, MPU Class, and others and upload in the e-portal.
- Attendance shortage and Internal assessment letter for mid-semester and final.
- Photocopy MPU exam paper.
- Letters for orientation week.
- The first day of registration for a new batch.

- Call and send an email to PTPTN to invite them.
- Check the application form.
- Prepared cover letter to PTPTN.
- Prepared student confirmation letter.
- Photocopy covering letter, student confirmation letter, and student's PTPTN offer letter for filing.
- Prepared photocopy MQA certificate for students and certified by CEO.
- Maintain the pantry stock every week.
- Make sure pantry stock is available every month.
- Make a pantry list stock for Exams in March and September.

STUDENT AFFAIRS

- Student filing.
- International student visa process.
- International student's Quarterly report.
- Issuance of Bonafide certificates.
- Issuance of EPF letters.
- Issuance of Merit certificate.
- Distribution of medical cards.
- Student list update.
- Issuance & compilation of clearance form.
- Facilitating & monitoring PTPTN loan application.

MINISTRY OF HIGHER EDUCATION

- Updating database (MYQUEST & E-IPTS)
- Graduates forecast
- Tracer study data update (graduating student list database)



MINISTRY OF HEALTH

- Student intake forecast

MINISTRY OF HOME AFFAIRS AUDIT (INTERNATIONAL STUDENT)

- Coordination & audit document preparation and presentation

MYQUEST AUDIT

- Student affairs document preparation

ISO 9001:2015

- Student affairs department's process owner