

MODEL INSTITUTE OF TECHNOLOGY (MIT)

Vacancy Announcement

Student Affairs Officer (Full-Time)

Published Date: July 26, 2026

Application Deadline: August 1, 2026

About Model Institute of Technology (MIT)

Model Institute of Technology (MIT), located in Kamaladi, Kathmandu, is a leading higher education institution committed to academic excellence, innovation, and industry-oriented education. As an affiliated college of the International American University (IAU), USA, MIT offers Bachelor of Information Technology (BIT), Bachelor of Business Administration (BBA), and Master of Business Administration (MBA) programs.

MIT delivers a student-centered learning experience through project-based learning, case studies, practical laboratories, industry engagement, and modern teaching methodologies. Our mission is to develop competent, ethical, and socially responsible graduates prepared to contribute to national and global development.

To strengthen our student support services, MIT invites applications from qualified and motivated professionals for the following position.

Position Details

Position Title: Student Affairs Officer

Employment Type: Full-Time

Number of Positions: 1

Reports To: Head, School of IT

Duty Station: Kamaladi, Kathmandu

Position Summary

The Student Affairs Officer is responsible for promoting student success, retention, wellbeing, and academic progression by coordinating early intervention and student support services. The position focuses on identifying students who require additional academic or personal support, coordinating appropriate interventions, engaging with

parents and guardians, managing student welfare and grievance processes, and maintaining accurate student affairs records.

The Student Affairs Officer works closely with Academic Affairs, Program Officers, faculty members, Student Development, and administrative departments to ensure students receive timely and appropriate support throughout their academic journey.

Note: This position is focused on **student success and welfare**. Student clubs, extracurricular activities, events, and leadership programs are managed separately by the Student Development Department.

Key Responsibilities

The successful candidate will be responsible for:

Student Success & Early Intervention

- Analyze attendance, academic progression, and student engagement reports provided through institutional systems.
- Identify students requiring academic or welfare interventions.
- Coordinate individualized student success plans and monitor progress.
- Support students on academic probation, SAP, or returning from Leave of Absence (LOA).
- Recommend appropriate academic support services where necessary.

Student Case Management

- Maintain confidential student case files.
- Conduct student meetings and follow-up consultations.
- Coordinate referrals for counselling, academic advising, disability support, and external professional services.
- Monitor intervention outcomes until successful case resolution.

Attendance & Retention

- Review attendance reports and identify students below institutional attendance requirements.
- Coordinate attendance intervention plans.
- Analyze student withdrawal and retention trends.
- Recommend strategies to improve student persistence and graduation rates.

Parent & Guardian Engagement

- Communicate with parents and guardians regarding attendance, academic progression, wellbeing, and student support matters.
- Organize parent consultation meetings and orientation sessions.

- Coordinate emergency communication when necessary.

Student Wellbeing

- Coordinate wellbeing initiatives and awareness programs.
- Refer students to professional counselling and health services where appropriate.
- Support vulnerable students and coordinate reasonable accommodations.
- Promote a safe, respectful, and inclusive learning environment.

Student Behaviour & Conduct

- Coordinate behavioural support and intervention plans.
- Maintain behavioural records and documentation.
- Facilitate conflict resolution and mediation where appropriate.
- Support implementation of institutional policies relating to student conduct, anti-bullying, and prohibited substances.

Complaints & Grievance Management

- Receive, register, and coordinate the resolution of student complaints and appeals.
- Ensure complaints are managed confidentially, fairly, and in accordance with institutional policies.
- Monitor complaint trends and recommend service improvements.

Reporting & Quality Assurance

- Maintain accurate and confidential student affairs records.
- Prepare analytical reports relating to student success, attendance, retention, wellbeing, complaints, and intervention outcomes.
- Develop and maintain Standard Operating Procedures (SOPs) related to student affairs services.
- Contribute to institutional quality assurance and continuous improvement initiatives.

Required Qualifications

Academic Qualification

- Bachelor's degree in Education, Psychology, Counselling, Social Work, Educational Management, Business Administration, or a related discipline.
- A Master's degree will be considered an advantage.
- Professional certification in counselling, student affairs, or higher education administration will be an added advantage.

Experience

- Minimum **2–3 years** of relevant experience in Student Affairs, Student Services, Academic Administration, Student Support, Educational Management, or Higher Education Administration.
- Experience working in universities or colleges is highly desirable.
- Experience in student case management, academic advising, counselling coordination, or retention initiatives is preferred.

Required Competencies

The ideal candidate should possess:

- Excellent interpersonal and communication skills
- Strong counselling and active listening abilities
- Student-centred approach to service delivery
- Case management and problem-solving skills
- Conflict resolution and mediation skills
- Ability to maintain confidentiality and professional ethics
- Strong organizational and time management skills
- Analytical and report writing skills
- Ability to work collaboratively with multidisciplinary teams
- Proficiency in Microsoft Office, Google Workspace, and Student Information Systems (MIS/LMS)

Required Documents

Applicants must submit:

- Cover Letter
- Completed Application Form: <https://l1nk.dev/5vskalo>
- Updated Curriculum Vitae (CV)
- Copy of National ID
- Copies of Academic Certificates
- Criminal Clearance Certificate

How to Apply

Interested candidates are requested to submit the required documents either:

By Email:

hr@mitnepal.edu.np

Or In Person:

MIT Human Resource Office

Model Institute of Technology
Kamaladi, Kathmandu

Application Deadline: August 1, 2026

Selection Process

Only shortlisted candidates will be contacted for the recruitment process, which may include:

- Document Screening
- Written Assessment (if applicable)
- Interview
- Reference Verification

Equal Opportunity Employer

Model Institute of Technology (MIT) is committed to providing an inclusive and equitable workplace. We welcome applications from qualified candidates regardless of gender, ethnicity, disability, religion, or other protected characteristics.

Contact Information

Website: www.mitnepal.edu.np

Telephone: 01-5901394

Note: MIT reserves the right to reject any or all applications without assigning any reason.