

Terms of Reference (TOR)

Position Title: Student Development Officer

Institution: Model Institute of Technology (MIT), Kamaladi, Kathmandu

Job Type: Full-time

Required Number: 1

1. Preferred Discipline Areas of Specialization:

To support the holistic development of students by planning, implementing, and monitoring student-centered programs and services. The role focuses on enhancing students' academic growth, personal development, career readiness, leadership skills, and overall well-being to ensure a supportive and engaging academic environment.

2. Required Qualifications:

A Bachelor's degree in BBA, BBS, or a related field from a recognized university is required. The candidate should have at least two years of professional experience in student development, counseling, academic support, or youth engagement programs. Experience working within an academic institution will be considered an added advantage.

3. Experience:

Minimum of 2 years of professional experience in student affairs, counseling, training, mentoring, or academic support services is required. Experience in organizing student programs, providing career counseling, or managing extracurricular activities within an academic institution will be considered an added advantage.

4. Main Roles and Responsibilities:

R.1 Student Empowerment & Engagement

- Plan and implement student development programs focusing on leadership, personal growth, and life skills.
- Create opportunities for personal and professional growth, emphasizing leadership, confidence, and life skills.
- Organize workshops, seminars, training, and extracurricular activities to engage and motivate students.
- Encourage participation in academic and non-academic activities that foster creativity and teamwork.
- Promote an inclusive, positive campus environment where all students feel valued.

– Support student clubs, associations, and leadership initiatives to help them thrive and take ownership.

R.2 Student Activities & Events Management

- Plan and organize student events like orientations, cultural programs, sports, and competitions.
- Encourage students to take part in competitions at national and international levels.
- Keep track of all activities and share reports on their outcome.

R.3 Counseling & Student Support

- Recognize students who may need extra help and connect them with the right resources.
- Help resolve conflicts and address student concerns or grievances.
- Raise awareness about mental health and promote overall student well-being.

R.4 Career Guidance & Skill Development:

- Guide students in career planning, goal setting, and professional growth.
- Organize career counseling, job readiness workshops, and internship support programs.
- Connect students with industry professionals through guest lectures, mentorship, and career talks.
- Enhance employability skills, including communication, teamwork, and leadership.

R.5 Student Well-Being Discipline

- Encourage students to follow rules and maintain discipline as per college policies.
- Listen to student concerns and help resolve issues promptly.
- Create a safe, respectful, and inclusive environment for everyone.
- Support programs and initiatives that focus on student safety and overall well-being.

R.6 Academic Support Coordination

- Collaborate with faculty to track and support student academic progress.
- Assist with remedial classes, tutoring, and other academic support programs.
- Monitor attendance, engagement, and performance trends.
- Provide insights and feedback to management on students' academic needs.

R.7 Coordination and Communication

- Serve as a link between students, faculty, management, and parents.
- Share important information and updates about student matters clearly and effectively.

- Work with different departments to provide the necessary support for students.
- Keep accurate records of student interactions and activities.

R.8 Reporting & Compliance

- Prepare regular reports on student development activities and outcomes.
- Maintain confidentiality of student information and records.
- Ensure compliance with institutional policies and guidelines.
- Monitor and evaluate the effectiveness of student development programs.

5. Working Base:

- Office Based work 65% of the work will be office-based, focusing on planning, coordination, counseling, and administrative duties related to student development.
- External engagement 35% of the role involves field activities such as organizing events, attending student programs, external coordination, and outreach activities.

6. Skills and Abilities:

- Strong interpersonal, communication, and counseling skills.
- Ability to mentor, motivate, and guide students effectively.
- Organizational and event management skills.
- Problem-solving and conflict resolution abilities.
- Ability to work collaboratively with diverse groups.

7. Additional Responsibilities:

The duties and responsibilities as set out above are not exhaustive. The role holder may be required to carry out additional duties within the reasonableness of their skills and experience.

8. Reporting Line: Program Manager/Marketing manager/CEO