

Job Title:

Student Welfare Officer (Male / Female)

Primary Work Location:

University Campus, Sonipat (NCR of Delhi)

Job Summary:

To be responsible for all matters relating to students' well-being, pastoral care, welfare, discipline and the general administration & maintenance of the University's hall of residence.

Job Tasks and Responsibilities:

- To be responsible, in consultation with the Administration, for smooth functioning of the hostel.
- To keep close contact with the students' and pay close supervision to health, hygiene and general life in the hostel.
- To ensure that the students adhere to the hostel rules (as defined in the Student Handbook) properly and maintain discipline and decorum; and promptly report to the Administration all cases of misbehavior, indiscipline, and sickness of students.
- To ensure pastoral care of students; lifestyle coaching & mentoring of students to enrich the lives of students.
- To ensure maintenance of discipline and decorum amongst students while performing at sports, festivals or cultural programmes
- To supervise & monitor students' out passes and inform parents as and when required as per the JGU guidelines.
- To be responsible for the overall security of the hostel in coordination with the concerned Security Officer.
- To oversee the allotment of hostel rooms after making a list of inventories available in the room, constantly monitor and supervise them for the general upkeep of the hostel.
- To periodically verify the furniture and fittings of the hostel and take action for their repair/replacement or for obtaining additional furniture.
- To ensure that Facilities Management Team (FMO) maintains the proper upkeep and maintenance of the hostel premises.

Other Skills:

- Effective team-player
- Organized and flexible, able to prioritise and work independently
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously within the team and with students & parents
- Proactive and positive approach
- Capable of remaining calm & effective under pressure
- High professional and ethical standards for handling confidential information

- Ability and willing to work at odd hours.

Experience & Qualification:

- Minimum 3 years of experience
- Bachelor's degree from a reputed Institute/ University

Contact Detail:

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