



TERMS OF REFERENCE SAAR OFFICER

Position Title	SAAR Officer
Position Level	P4/pay grade 8 of Conditions of Service
Position Status	Regular
Reports to	Assistant Dean for Student Affairs

Job purpose

The admissions and recruiting policies of the law school are established by the Admissions Committee. The student examinations and grading policies are established by the Academic Council.

The Student Admissions, Assessment, and Recruiting (SAAR) Officer is responsible for administration and execution of the annual student recruiting and admissions activities of the law school, as well as the grading of law school courses, including without limitation the end-of-term (and mid-term) examinations of the law school.

Duties and responsibilities

The SAAR Officer's responsibilities will include, but not be limited to:

a. ADMISSIONS AND RECRUITING

- i. To support delivering periodical reports and recommendations to the Admissions Committee to permit evaluation and improvement of the law school's admissions and recruiting policy and, for that purpose, to serve as a full member of the Admissions Committee;
- ii. Support coordination, supervision, and administration of all student recruiting activities, within Bhutan and abroad;
- iii. To support and coordinate, supervise, and administer all aspects of student admissions;
- iv. To support in liaising of Law School Admission Council to administer the LSAT-Bhutan;
- v. Facilitating the faculty and staff of the law school to schedule and administer applicant finalist interviews;
- vi. To support the liaising with DAHE, BCSEA, and other government agencies to ensure the timely acquisition of admissions data; and
- vii. To calculate and timely report the results of admissions results, at all phases, to the Admissions Committee.

b. GRADING AND EXAMINATIONS

- i. To work with the Vice Dean, faculty members, and administrative secretaries to schedule and administer course examinations and mid-term examinations;
- ii. To manage and coordinate grade submissions and result declarations;
- iii. Working with the Office of the Registrar, to establish and executive policies regarding student records, including issuance of final and interim transcripts, degrees, diploma, and other forms of certification of the Law School;
- iv. To support and perform responsibilities relating to planning and coordination of graduation events; and
- v. To support in managing and coordinating graduation and related activities.

c. ADMINISTRATIVE

- vi. Facilitating the determination of the the staffing needs of the Student Admissions, & Records (SAR) cell, which will assist the SAAR Officer from time to time and on a seasonal basis in performing all of the above functions, and to annually submit to the Admissions Committee recommendations for appointments to the SAR cell;
- vii. To continuously support the SAR cell to perform all of the above functions, as described below in “Direct Reports”;
- viii. To coordinate closely with other departments as required to fulfill all of the above responsibilities;
- ix. To serve as a member of the Exam Committee Meeting;
- x. To report directly to the Assistant Dean for Student Affairs and, as required, to the Vice Dean; and
- xi. To perform other responsibilities as assigned by the supervisor.

Qualifications

A candidate for the position of SAAR Officer must possess:

- i. At least a Bachelor’s degree;
- ii. At least minimum of four years experience in educational institution;
- iii. Excellent interpersonal skills, including interacting with students, faculty, and senior administration;
- iv. Excellent judgment, and be a proactive worker and manager who is able to work in a rapidly-changing environment; and
- v. Fluency in spoken and written English and Dzongkha.

Working conditions

The SAAR Officer will be based at the JSW Law campus. The working hours shall be as per the Conditions of the Service. Some in-country travel may be

required for the purpose of student recruiting and setting-up of LSAT-Bhutan testing centres. Such travel will be scheduled by the individuals, in consultation with the Admissions Committee.

Direct reports

Assistant Dean, Office of the Student Affairs/Dean

Approved by Management Board/HRC:	Via email endorsement
Date approved:	11/09/2023
Reviewed:	

Ideally, a job description should be reviewed annually and updated as often as necessary.