

PRACTICAL TRAINEE / TEMPORARY STAFF JOB DESCRIPTION AT WIM COLLEGE

1. *Weekly Duties (Classroom)*

- 1.1 Scan PC for antivirus and check on CPUs, cables, projectors, Air-Conditioner and Room Lightings – Thursday.
- 1.2 Set up classroom administration, place marker pens and LCD remote in classrooms – Friday.
- 1.3 Fill in biscuits and beverages (Nescafe, Coffemate, Sugar, Lipton Tea) – Friday. On Sunday before leaving, to check biscuits / beverages are sufficient for students.
- 1.4 Place notices for MBA Classes and Discussions – Friday / during weekdays when required.
- 1.5 Check inventory stocks (beverages and stationaries) – Monday.
- 1.6 Assist Senior Staff on required duties during weekend classes.

2. *Office and Other Administration Task*

- 2.1 Prepare evaluation summary for the lecturers.
- 2.2 Assist with filings (MOE / MQA / Lecturers / Students) in office.
- 2.3 Assist with data entry for Ministry of Education / Malaysian Qualification Agency.
- 2.4 Assist with any other ad-hoc administrative tasks.

3. *Student Administration Task*

- 2.1 Photocopy lecture notes and other handouts for students.
- 2.2 Prepare new students' file and library card.
- 2.3 Prepare Induction materials for new students.
- 2.4 Key in student information of new students, students' results and dissertation topic – M. Excel.
- 2.5 Assist to prepare students' EPF withdrawal application documents.
- 2.6 Assist with examination invigilation.
- 2.7 Assist students with assignments or dissertation submission.
- 2.8 Distribute INSPIRE magazines / WIM Planners to students and alumni members.
- 2.9 Assist with the storing and returning of students' assignments or dissertations after UEL Assessment Board.
- 2.10 Assist with the preparation of students' result slips and filing of student's results.

4. *Marketing*

- 4.1 Prepare MBA Brochures / Flyers for events or when required.
- 4.2 Set up of MBA Preview – Friday or when required.

5. Library

- 5.1 Assist with the library administration and housekeeping.
- 5.2 Cataloging of library books.

6. Examination

- 6.1 Assist with examination invigilation. Exam invigilation will be brief by senior staff before the exam date.
- 6.2 Keying in of results and 1st check for exam and assignment scripts. The 2nd check will be done by WIM staff and final check by Head of MBA Programme.
- 6.3 Sorting of exam and assignment scripts for sample moderation.

7. Finance

- 7.1 Key in data (payment records) and produce standard documents.
- 7.2 Prepare invoices on monthly basis to the students of each cohort in order to keep track of their payment fees to WIM College.
- 7.3 Prepare EPF documents for new / current students (1st and 2nd EPF withdrawal onwards)
- 7.4 Do filing of every payment received such as Cash, Personal Cheque, EPF Cheque, Credit Card, Fund Transfer / Online Transfer and also ATM Transfer.
- 7.5 Prepare monthly reports of the completed receipt books or incoming payments and submit to the Finance Department.
- 7.6 Assist with petty cash voucher and summary report on monthly basis.

8. Talks / Training / Other Events

- 8.1 Prepare handouts for talks and trainings.
- 8.2 Take care of the registration for talks and trainings.
- 8.3 Assist with other required preparation for the event.