



SEH THEH COLLEGE

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## JOB VACANCY

Position: Student Affairs Officer

Number of Post- 1 Position

Report to: Dean

Duration: Two-year contract

Duty Station: Seh Theh College, Thai-Karenni Border

Application Deadline: 17 May 2025

### **Seh Theh College**

Seh Theh College exists to nurture students academically, socially and spiritually: enabling them to become responsible and disciplined adults, through challenging and energetic education program whereby the students will discover and develop their own potential, be equipped with the knowledge, skills, and characters needed to serve their community toward a sustainably developed and peaceful society. Seh Theh College offers Associate Degree programs in Education and Community Development.

### **Position Summary:**

The Student Affairs Officer plays a vital role in supporting students' well-being, engagement, and personal development. This position coordinates student services, manages discipline, supports extracurricular activities, and serves as a key liaison between students and administration. The role requires empathy, organization, and a strong commitment to student welfare.

**Key Responsibilities:****Student Support & Welfare**

- Serve as the primary point of contact for student concerns, complaints, and support needs.
- Monitor the general well-being of students in collaboration with house parents and instructors.
- Facilitate counseling, guidance, or referrals for students experiencing academic, personal, or social difficulties.

**Discipline & Conduct**

- Uphold student code of conduct and intervene in disciplinary matters as needed.
- Investigate behavioral incidents and coordinate with the Dean to implement disciplinary actions when required.
- Promote a respectful and inclusive learning environment.

**Engagement & Extracurricular Activities**

- Organize extracurricular programs such as clubs, student events, and cultural activities.
- Encourage student participation in community service and leadership roles.
- Facilitate student orientation programs and support the transition of new students.

**Administration & Coordination**

- Maintain records related to student discipline, support interventions, and extracurricular participation.
- Coordinate with class monitors and student leaders to gather feedback and suggestions.
- Assist in creating and distributing student policies, handbooks, and communication materials.

**Others**

- Perform or assist with various duties as assigned by the Dean or SMT

**Qualifications:**

- Diploma or bachelor's degree in education, Counseling, Psychology, or a related field.
- Experience working with youth or students in an educational or humanitarian setting.
- Strong interpersonal and conflict-resolution skills.
- Ability to build trust and support in a multicultural and challenging environment.
- Passion for student advocacy and holistic development.

**How to apply:**

All the interested applicants shall submit the Cover letter, CV including 2 references information, and other related documents to this email: [hr@sehthehfoundation.org](mailto:hr@sehthehfoundation.org) , [khuhsawreh@sehtheh.org](mailto:khuhsawreh@sehtheh.org) (OR) submit your application to Seh Theh College.

Please note that “*Only shortlisted candidates will be contacted*”