

ROLES OF THE ADMINISTRATIVE ASSISTANTS IN THE IMPLIMENTATION OF LLC

- Ensure together with the warden that the academic and social needs and interests of students are served in the best possible way while they are in the residences
- Ensure, together with the wardens that the rules of the residences and the University are observed
- Ensure together with the warden that the interests of the University are protected while the student is in the residence
- Administer funds available to the house
- Organize all social, sporting and other events affecting the students in the residences
- Control the use of equipment and the amenities provided in public areas in the residences for the benefit of students
- Control, together with the warden , the tutor and mentor programmes in the residences
- Relate to the students in the residence through the structures that are elected in terms of the approved constitution of the residence