



Roles and Responsibilities - Student Trainee – Strategic Planning Data Entry and Support

Position Title -Student Trainee – Strategic Planning Data Entry and Support

Nature of Engagement

Paid student trainee position, offered in accordance with the University of Buraimi Student Financial Aid and Incentive Policy, with flexible working hours to be completed during the student's free time.

Purpose of the Role

The Student Trainee will support the University of Buraimi in the accurate and timely entry of the University Strategic Plan and the operational plans of academic and administrative entities into the newly developed Strategic Planning Software. The role contributes directly to strengthening institutional planning, monitoring, and performance management processes.

Roles and Responsibilities

The Student Trainee will be expected to undertake the following responsibilities under the supervision of the designated university unit:

1. Strategic and Operational Plan Data Entry

- Enter approved University Strategic Plan Goals, objectives, initiatives, KPIs, and timelines into the Strategic Planning Software.
- Enter operational plans of colleges, departments, and administrative entities in accordance with provided templates and guidelines.
- Ensure that data entered accurately reflects the officially approved strategic and operational planning documents.

2. Data Accuracy and Quality Assurance

- Review entered data for completeness, consistency, and accuracy prior to submission.
- Cross-check strategic objectives, initiatives, and performance indicators against source documents to minimize errors.

- Report any discrepancies, ambiguities, or missing information to the supervising unit for clarification.

3. Document Handling and Confidentiality

- Handle strategic and operational planning documents with a high level of confidentiality and professionalism.
- Ensure that no documents or system data are shared, copied, or distributed without formal authorization.
- Comply fully with university policies related to data protection, confidentiality, and ethical conduct.

4. System Use and Compliance

- Use the Strategic Planning Software strictly in accordance with provided training and instructions.
- Follow defined data entry standards, naming conventions, and version control procedures.
- Avoid unauthorized modifications or deletions of data already entered into the system.

5. Progress Tracking and Reporting

- Maintain a simple record of tasks completed, including entities covered and sections entered.
- Provide periodic progress updates to the assigned supervisor as requested.
- Meet agreed timelines while balancing academic commitments.

6. Coordination and Communication

- Coordinate with the supervising unit to clarify data requirements and priorities.
- Respond professionally and promptly to instructions, feedback, or requests for corrections.
- Seek guidance whenever uncertainties arise rather than making assumptions.

7. Time Management and Professional Conduct

- Complete assigned tasks during personal free time without disrupting academic responsibilities.
- Demonstrate reliability, attention to detail, and commitment to meeting deadlines.
- Represent the University of Buraimi positively through responsible and ethical conduct.