

Staff for ASEAN Study Center

PURPOSE:

The **ASEAN Study Center** (ASC) serves as a policy and academic think-tank focused on research and dialogue on issues related to ASEAN. To further enhance the development of ASEAN political, economical, and socio-cultural pillars the Center uses cooperative programs that combines knowledge and knowhow of academics, civil society, and the public and private sectors. The Center encourages efforts to promote greater ASEAN awareness in Cambodia, contributes to Cambodia's integration into ASEAN, and obtains support for ASEAN related projects.

RESPONSIBILITIES

1- *ASEAN Study Center*

- Welcome UC students, visitors, and guests;
- File all memo or decision for office information or future use;
- Update status of the project assigned by deputy director and director;
- Conduct daily office operation assigned by director and deputy director;
- Work other activities assigned by University's President;
- Uploading ASEAN news to ASC website;
- Finding ASEAN related news and upload to ASC website;
- Provide input to make ASC website more attractive;
- Daily check update ASC website;

2- *ASEAN Study Library*

- Collected text books, journals, other published materials related to ASEAN;
- Manage all ASC books, journals, magazines, and other publications;
- Register all books, journals, magazines, and other publications to a database;
- Manage ASC library and student reception;
- Record student or guest check in;
- Compile all visitor record into daily, weekly, monthly, yearly report sent to deputy director.

QUALIFICATION, KNOWLEDGE AND SKILLS

- Bachelor or Master Degree in relevant field;
- At least from 5-7 years experienced related in project management;
- Research/Publication;
- Fundraising;
- Translation Multitasking and;
- Translation;
- Proficiency in English and Khmer.