

Assistant for Techo Sen School of Government and International Relations

The assistant for Techo Sen School of Government and International Relations performs numerous administrative and academic functions as the focus point contact for coordinating day-to-day work within the School.

A. RESPONSIBILITIES:

- Manage all incoming and outgoing communications and documents within the school;
- Maintain contacts and school calendar; consult closely with university notional calendar of activities;
- Keep and update all school inventory and assets including textbooks.
- Arrange for school meetings and appointments, and ensure that they are well prepared for;
- Ensure that all meeting materials are delivered to all participants in a timely and efficient manner to ensure adequate meeting preparation;
- Update student registration into university database system;
- Take minutes of the school meetings;
- Provide responses to requests from students, faculty, and other offices, in consultation with the college Assistant Dean, Associate Dean, and Dean;
- Other works as assigned by Assistant Dean, Associate Dean, and Dean;

B. QUALIFICATIONS:

Must possess a Bachelor's degree in Education, Administration, Management, or related field, with two-year working experience in administration or related field.

i. Knowledge

- Research and curriculum development;
- Planning;
- Office;
- Ability to perform duties with a high level of accuracy and confidentiality concerning files and other confidential documents and information.

ii. Skills

- Strong personal and analytical skills;
- Critical thinking and problem-solving skills;
- Creativity;
- Independently motivated with little need for instruction;
- Works well independently as well as part of the team;
- Time management and organizational skills;
- Have good command of the English language;
- Computer literacy;
- Strong networking, communication skills; and
- Team building skills

iii. Personal Attributes

- Patient and Friendly;
- Highly responsible;
- Adherence to strict confidentiality standards;
- Honest and trustworthy;
- Respectful;
- Flexible, highly motivated and creative; and
- Demonstrate sound work ethics

C. REPORT LINE:

- This position reports to the Associate Dean, Dean of the School.
Dean of the School.