

Assistant for College

(College of Arts, Humanities and Languages; College of Education; College of Management; College of Media and communications; College of Science and Technology; and College of Social Sciences)

Assistant for college/school performs numerous administrative functions and serves as a point for contact for coordinating day-to-day work within each college. S/he provides responses to requests in consultation with the Assistant Dean, Associate Dean, and Dean of the college/school.

A. RESPONSIBILITIES:

- Manage all incoming and outgoing communications and documents within the college/school;
- Maintain contacts and college calendar; consult closely with university notional calendar of activities;
- Keep and update all college/school inventory and assets including textbooks;
- Arrange for college 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 college/school meetings;
- Provide responses to requests from students, faculty, and other offices, in consultation with the college Assistant Dean, Associate Dean, and Dean;
- Other work as assigned by Assistant Dean, Associate Dean, and Dean.

B. QUALIFICATIONS:

Must possess a Bachelor's degree in related field of the college/school, and have two-year working experience related to office work.

i. Knowledge

- Knowledge on office assistant;
- Maintain a high level of accuracy confidentiality concerning file and other confidential documents and information.

ii. Skills

- Strong personal and analytical skills;
- 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;
- Team building skills; and
- Critical thinking skills.

iii. Personal Attributes

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

C. REPORT LINE:

This position reports to the Associate Dean and Dean of the college.