Assistant Position at the Institute of Technical and Professional Training (ITPT)

The Assistant for the Assistant positions at the Institute of Technical and Professional Training is responsible for keeping a file of all documents properly, handling ITPT's schedule, and preparing documents for meetings, taking minutes of all meetings for the file, and following up.

A. RESPONSIBILITIES:

- Draft letters, memos, and announcements as necessary.
- Arrange placement tests for new students.
- Help with exam preparation.
- Follow up on assignments and decisions.
- Maintain and organize documents and files properly.
- Maintain inventory and assets of the institute, in collaboration with the office of administration.
- Work closely with the bookstore to ensure necessary textbooks and supplementary books are available for students to purchase.
- Prepare the agenda and documents for the institute's meetings.
- Schedule meetings with faculty, students, and guardians with the director when necessary.
- Take minutes of the meetings.
- Perform other related duties as required.

B. QUALIFICATIONS:

Must possess a Bachelor's degree in Education, English, Management, or a related field, and have two years of working experience in office work and/or teaching.

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i. Knowledge

- Office assistance
- Confidentiality

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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
- Has good command of the English language
- Computer literacy
- Strong networking and communication skills
- Team building skills

- Critical thinking skills

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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 directly to the Associate Dean and Dean of the respective School/Institute.