



Job Title: Academic Support Officer
Department: Enabling Services
Report to: Faculty Member
Team Members: Operational Staff
Employment Type: Full-Time

Job Summary:

Academic Secretary will be responsible for providing efficient secretarial, administrative, and support to faculty members. This position will normally be assigned to assist approximately 2-4 faculty members.

Key Responsibilities:

- Provide secretarial and administrative support to assigned Faculty.
- Responsible for scheduling, maintaining up to date calendar for faculty, make internal and external appointments and follow-up as necessary.
- Handle enquires and incoming correspondence.
- Prepare memos, letters, and related academic letters and send out letters or documents, file letters, and other correspondences.
- Prepare routine correspondence, reports, and paperwork.
- Assist in the preparation of presentation materials and other documentation, take any necessary minutes at meetings for faculty and circulate any minutes or post-meeting notes as appropriate.
- Administrative support to teaching materials and classrooms as required.
- Sit in all classes to assist faculty while teaching throughout the entire session.
- Administrative support to research projects as assigned.
- Organize meetings, events, and activities as assigned.
- Collaborate with other Secretaries and colleagues to provide an effective and efficient service to Faculty.
- Handle special projects and perform other duties as assigned.

Qualifications:

- Bachelor's degree in English or related fields.
- 1 - 3 years' experience in secretarial service and administrative work.
- Good standard of written and spoken English.
- IT literate and familiar with day-to-day use of MS Office.
- Good organizational, administrative, and secretarial skills.
- An ability to work flexible hours.
- Flexibility, adaptability, and able to work under pressure and to deadlines.
- A problem solver and comfortable with confidentiality issues.

How to apply:

- Interested candidates should send CV to recruitment@sasin.edu
- For more information about Sasin School of Management: www.sasin.edu

-Inclusion, Diversity, and Equity-