



PAÑÑĀSĀSTRA UNIVERSITY OF CAMBODIA

FACULTY OF LAW AND PUBLIC AFFAIRS
PUCLC-20140106-VAAA-001

VACANCY ANNOUNCEMENT (Urgent)

Position : Administrative Assistant
Number : 01

All law and non-law students, who are interested and possess the following criteria, are invited to apply for a position of a full time **Administrative Assistant** at PUC Legal Clinic (PUCLC).

Criteria:

- 1) Good administrative and interpersonal skills;
- 2) Well-developed organizational and communication skills (written and verbal);
- 3) Highly developed analytical and problem solving skills;
- 4) Ability to work under pressure and to execute multi-tasks within tight time;
- 5) Ability to work in a team;
- 6) Excellent word processing, data entry and internet search skills;
- 7) Experience in a reception/office environment;
- 8) Understanding of PUC system is an asset;
- 9) Demonstrated commitment to quality client service;
- 10) Very good command in English.

Responsibilities:

- 1) Provision of daily administrative support to PUCLC and working closely with all concerned departments or offices to insure better services for faculty members, staff, students and public;
- 2) Academic scheduling by working closely with relevant professors and concerned departments;
- 3) Coordinating and communicating with professors, students and staff regarding class creation, cancellation, makeup and changes;
- 4) Provision of all information related to universities or PUCLC' policies, programs (Community Legal Education Program and other legal competitions) to professors, staff, students and public;
- 5) Organization of meetings, workshops, conferences, public lectures, study visits and other events;
- 6) Receiving and dealing with students and professors' complaints related to academic issues;
- 7) Coordinating students' internship program, senior project, legal research and review, and career counseling;
- 8) Recording, and reporting of all activities and issues to PUCLC;
- 9) Keeping archives of all clinic documents and inventory;
- 10) Performing other tasks required by PUCLC and LPA.

Required documents and deadline:

All interested candidates shall submit **CV** and **Statement of Competency** covering criteria and responsibilities above to PUCLA, PUC South Campus, Annex Building, 2nd Floor by **January 24, 2014**. Only shortlisted candidates will be contacted for interview.

Contact:

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