



PAÑÑĀSĀSTRA UNIVERSITY OF CAMBODIA

FACULTY OF LAW AND PUBLIC AFFAIRS

REF: VAAA01-LPA-HR

VACANCY ANNOUNCEMENT

(Readvertisement)

All law and non-law students, and bachelor degree holders who are interested and possess the following criteria are invited to apply for a position of a full time Administrative Assistant at the Faculty of Law and Public Affairs (LPA):

Criteria:

- 1) Good administrative skills
- 2) Interpersonal skills
- 3) Well developed communication skills (written and verbal)
- 4) Organisational skills
- 5) Highly developed analytical and problem solving skills
- 6) Good time management skills
- 7) Ability to work in a team
- 8) Excellent word processing, data entry and Internet search skills
- 9) Ability to learn quickly and manage change.
- 10) Experience in a reception/office environment and understanding of PUC system is an asset
- 11) Demonstrated commitment to quality client service;
- 12) English proficiency

Responsibilities:

- 1) Provision of daily administrative support to LPA 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 LPA' policies, programs 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 LPA.
- 9) Keeping archives of all faculty documents and inventory
- 10) Performing other tasks required by LPA and PUC

Required documents and deadline:

All interested candidates shall submit **CV and Statement of Competency** covering criteria and responsibilities above to LPA, PUC South Campus, Annex Building, 2nd Floor by **July 25, 2013**. Only shortlisted candidates will be contacted for interview.

Contact:

Ms. Heang Solinet, Tel: 077 610 041 or E-mail: heang.solinet@gmail.com.