



**POSITION:** Administrative Assistant  
**CAMPUS/DIVISION:** School-Wide/Teaching, Learning and Curriculum Office  
**REPORTS TO:** Teaching, Learning, and Curriculum Coordinator  
**JOB OPENING:** 28 September – 12 October 2022

**PURPOSE:**

Under the direction and supervision of the Teaching, Learning, and Curriculum Coordinator, the Administrative Assistant is primarily responsible for managing the Office efficiently and effectively.

**QUALIFICATIONS AND EXPERIENCES**

1. Minimum a bachelor's degree from an accredited institution in Administration or Secretarial
2. Previous executive secretary experience of at least 3 years
3. Excellent written and spoken English and Indonesian
4. Demonstrated experience using Microsoft Word applications and Google Suite
5. Knowledge of Modern Office Practices and Procedures, including filing systems, publication software, and office equipment.
6. Strong organizational and planning skills and the ability to work with minimum supervision
7. Work with a sense of focused determination to balance competing priorities and complete daily tasks and long-term projects
8. Helps maintain a positive working atmosphere with others
9. Demonstrated ability to identify, manage and initiate projects without direct supervision
10. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

**DUTIES AND RESPONSIBILITIES**

1. General:
  - a. Manages the Teaching, Learning, and Curriculum Office efficiently and effectively
  - b. Maintains the Teaching, Learning, and Curriculum Coordinator calendar
  - c. Creates calendars, spreadsheets, and databases to support the daily operation and special projects initiated through the Teaching, Learning, and Curriculum Office
  - d. Organizes and maintains files of correspondence, curriculum guides, and professional development applications
  - e. Collaborates with leadership and staff in HOS Office on all school matters
2. Communications:
  - a. Develops letters and memos based on the Teaching, Learning, and Curriculum Coordinator's instructions
  - b. Develops effective communications including meeting notes, emails, letters, and web content for publication
  - c. Arranges communication and distribution of newly revised curriculum documents to new and returning faculty, administrator, and online systems
3. Event Planning and support for external resources:
  - a. Plans internal and external meeting venues including logistics for the Teaching, Learning, and Curriculum Office
  - b. Represents and communicates all aspects of the Teaching, Learning, and Curriculum Office to all constituents
  - c. Processes and schedules work orders as needed in maintaining the Office of Teaching, Learning, and Curriculum including budgets, visitor's agendas, and internal department needs
  - d. Assists with the arrangements for consultants and visiting professors



4. Administrative:
  - a. Makes travel arrangements as necessary for visiting consultants, traveling faculty members, and Leadership Team
  - b. Processes and updates all curriculum materials and maintain an electronic library of current curriculum documentation
  - c. Organizes and oversees professional development applications
  - d. Prepares roster and completes necessary arrangements for faculty registrations of internal and external offerings
  - e. Organizes maintains and updates files of relevant professional development opportunities for faculty
  - f. Photocopies materials as needed
  - g. Learns, and can apply pertinent JIS procedures, and regulations with good judgment in a variety of situations
  - h. Establishes and maintains cooperative, positive working relationships with those with whom s/he works
5. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
6. Performs other senior secretarial related duties and assumes other responsibilities as assigned the Teaching, Learning, and Curriculum Coordinator, including and not limited to other projects when deemed necessary.

**TO APPLY**

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).