



ROBERT COLLEGE

ISTANBUL, TÜRKİYE

ROBERT COLLEGE is seeking full-time ADMINISTRATIVE ASSISTANT for Academic Affairs

Candidates should have;

- University degree in administrative studies, business administration, education, communications, or a related field,
- Minimum 5 years of experience preferably at schools / multicultural environments,
- Excellent written and verbal communication skills in both English and Turkish,
- Strong interpersonal and communication skills with the ability to work effectively with a wide range of stakeholders in a diverse community,
- Strong organizational skills, close attention to detail, and a flexible, solution-oriented mindset,
- Ability to prioritize and multi-task with great follow-up skills,
- Superior judgment, professionalism, discretion, a warm demeanor and a thoughtful approach to administrative support in a team collaborative environment,
- The ability to handle confidential and time-sensitive matters with care and maturity,
- Proficiency in digital literacy; especially in Microsoft 365 and Google Workspace, including email and calendar management, cloud-based file management, and virtual meeting platforms, with the ability to learn and use new technologies confidently and effectively.

The position mainly involves;

- Providing high-level administrative support to the Dean of Faculty and the Dean of Curriculum, including calendar management, correspondence, and communication with official authorities,
- Supporting the effective, efficient, and professional operation of the Academic Office, including receiving visitors, handling calls, and responding to routine inquiries appropriately
- Composing and preparing correspondence, reports, and other documents as necessary.
- Preparing required academic reports,
- Dealing with administrative problems and inquiries, as appropriate; serving as a primary point of contact and liaison between the office, students, and external constituencies on a range of day-to-day issues,
- Translating written documents and providing verbal translation as needed.
- Maintaining strong communication between the Dean of Faculty, the Dean of Curriculum, faculty, staff, and students.
- Scheduling meetings, preparing agendas, arranging facilities and logistics; recording minutes; and following up on action items,
- Assisting with the logistics and planning of Academic Affairs events,

- Supporting faculty recruitment processes including scheduling and interview coordination,
- Maintaining accurate and well-organized physical and digital filing systems.

Interested applicants who meet the qualifications may complete the online ***application form for non-academic positions*** and send it to ***rchr@robcok.k12.tr*** by March 31, 2026 including the contact details for at least three professional references.

****Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.***