



ROBERT COLLEGE

ISTANBUL, TURKEY

**ROBERT COLLEGE is seeking a full-time
ADMINISTRATIVE ASSISTANT
to work in the Dean of Student Activities Office**

RESPONSIBILITIES INCLUDE:

- Assist with co-curricular program and school organizations including all student travel needs.
- Organize co-curricular field trips and Residential Life activities with the Turkish Director's Office regarding MEB approvals.
- Help organize Residential Life activities.
- Assist with organizing on-campus events.
- Liaison with school's travel agency and assist with procuring student travel visas.
- Manage and oversee all monetary matters at the Student Activities Office.
- Keep record / archive of all the trips and on-campus events.
- Provide administrative support to the Dean of Student Activities including but not limited to, calendar management, phone coverage, communications, translation and various correspondences with the official authorities.
- Handle highly confidential matters and time sensitive documents.
- Office management including greeting visitors as the first contact person.
- Translation of written documents and making translations, as needed.

QUALIFICATIONS:

- University degree preferably in Administrative Studies
- Minimum 2 years of experience preferably at multicultural environments
- Proficiency in written and verbal English
- Strong working knowledge of MS Office Programs
- Must be extremely organized and detail-oriented, flexible thinker
- Be able to provide assistance to the Dean of Student Activities at times necessary outside of normal work hours.
- Ability to prioritize and multi-task with great follow-up skills
- Superior judgment, professionalism, a pleasant warm demeanor and a thoughtful approach to administrative support in a team collaborative environment.

Please send a short letter articulating your interest and qualifications, a CV, and contact information (preferably e-mail addresses) for a minimum of three professional recommendations to rchr@robcol.k12.tr by **June 15, 2023**.

****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.***