



## ROBERT COLLEGE

ISTANBUL, TURKEY

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

#### Candidates should have:

- University degree in Administrative Studies
- Minimum 5 years of experience preferably at schools / multicultural environments
- Have excellent written and verbal communication skills in English and Turkish
- Strong interpersonal, conflict management, and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Must be extremely organized and detail-oriented, flexible thinker
- 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
- Proficiency in Microsoft Office Suite and Google Apps

#### The position mainly involves;

- Provide administrative support to the Dean of Faculty and Dean of Curriculum including but not limited to, calendar management, communications and various correspondences with the official authorities.
- Ensure that the Academic Office operates effectively, efficiently, and professionally and perform general administrative assistant duties such as screening incoming calls, greeting and directing office visitors appropriately.
- Handle highly confidential matters and time sensitive documents.
- Compose and prepare correspondence, reports, and other complex documents as necessary.
- Prepare required academic progress reports.
- Deal with administrative problems and inquiries, as appropriate; serve as a primary point of contact and liaison between the office, students, and external constituencies on a range of day-to-day issues.
- Translate written documents and provide verbal translation as needed.
- Maintain strong communication between the Dean of Faculty, the Dean of Curriculum, faculty, staff, and students.
- Schedule meetings, prepare agendas, reserve and setup facilities, transcribe meeting minutes and follow up on matters arising from meetings.
- Assist with the logistics and planning of faculty professional development days.
- Assist with faculty recruitment processes and interview coordination.
- Maintain both physical and digital office filing systems and copies of common and course syllabi.

Interested applicants who meet the qualifications may complete the online ***application form for non-academic positions*** and send it to ***rchr@robcoll.k12.tr*** by July 10, 2024 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.***