



## ROBERT COLLEGE

ISTANBUL, TURKEY

### ROBERT COLLEGE is seeking a full-time OFFICE ASSISTANT for the Community Involvement Program

#### Candidates should have:

- University degree in related area
- Minimum 2 years of experience preferably at schools, NGOs or multicultural environments
- Excellent written and verbal communication skills in both English and Turkish
- Strong interpersonal, conflict management, and communication skills and the ability to work collaboratively as part of the team and with a diverse community
- Excellent organizational skills and be a detail-oriented, flexible thinker
- Proficiency in Microsoft Office Suite and Google Apps
- Willingness and ability to work flexible hours, including occasional evenings, weekends, and during school breaks
- Sensitivity to issues of diversity

#### The position mainly involves:

- Providing administrative support to the Coordinators of the Community Involvement Program (CIP) including but not limited to, calendar management, communications and various correspondence with official authorities
- Ensuring that the CIP Office operates effectively, efficiently, and professionally
- Performing general assistant duties such as screening incoming calls, greeting and directing office visitors appropriately
- Handling highly confidential matters and time sensitive documents
- 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 as needed
- Keeping social media and website up to date
- Scheduling meetings, preparing agendas, reserving and setting up facilities, transcribing meeting minutes and following up on matters arising from meetings
- Maintaining both physical and digital office filing systems

Interested applicants who meet the qualifications may complete the online **application form** and send it to [rchr@robcol.k12.tr](mailto:rchr@robcol.k12.tr) by August 20, 2023 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.*