

TANGAZA UNIVERSITY COLLEGE THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

ACADEMIC ADMINISTRATOR

Do you want to work with the best and push your career to a whole new level? Tangaza University College is moving towards becoming a fully-fledged university. As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University College and requires to be filled.

JOB TITLE:	ACADEMIC ADMINISTRATOR
REPORTS TO:	DEAN, SCHOOL OF ARTS AND SOCIAL SCIENCES
DEPARTMENT:	SCHOOL OF ARTS AND SOCIAL SCIENCES (SASS)
EMPLOYMENT STATUS:	CONTRACT

Position Summary

The Academic Administrator will be expected to provide a high level confidential and professional administrative support. The role will act as a central point of contact and provide all necessary support and assistance and ensure efficient running of the Offices. In addition, the position holder is expected to deliver effective office management, excellent customer care support and effective handling of key stakeholders to Tangaza University College.

Key Tasks and Responsibilities. (Detailed JD will be provided upon appointment)

To be the first point of contact for students on all programme related issues, provide them with information on course related matters, manage responses to student queries and concerns and assist in dealing with complaints received.
Working with all stakeholders to ensure attendance, meetings, inductions, communications are covered within the school and supporting them with the day-to-day administration of the programmes.

3. Liaise with Registrar's office to ensure accurate registration of students and proper student data records are kept

4. Assist in the timetabling of classes in collaboration with registry department.

5. Liaise with various internal departments to ensure completion of examinations office responsibilities.

6. Provide clerical support in the production of programme information, materials, teaching aids and general handbooks.

7. Create and maintain accurate student records for all students, in both paper and electronic formats, including liaison with the Registry office.

8. Ensures that the Human Resource office has an up-to-date list of all the lecturers teaching each semester for preparation of contracts.

9. Assists in the Post Graduate Directorate in Postgraduate Defenses, Research Committee and Post-Graduate Committee.

Knowledge & Experience

- 1. Degree in Business Administration or any other related field from a recognized institution
- 2. A minimum working experience of 3 years working with senior management staff.
- 3. Must be highly proficient with Microsoft office systems and other related software.
- 4. Experience in a higher education institution is an added advantage.

Skills and Competencies

- 1. Excellent Communicator, a good listener and key to detail
- 2. A wide exposure, broad knowledge and up to date with current University Affairs
- 3. Able to take up emergency assignments and perform them effectively
- 4. Uphold sound work ethics and is highly disciplined
- 5. Cultural awareness and sensitivity
- 6. Possessing tenacious attitude, friendly, honest, trustworthy, respectful and flexible

Applicants should enclose a Letter of Introduction, Curriculum Vitae, copies of relevant certification and three (3) reference letters from recognized persons / institutions by 14th May, 2024 indicating your daytime contacts to:

The Human Resource and Administration Manager Tangaza University College P.O. BOX 15055-00509 NAIROBI E-mail to vacancies@tangaza.ac.ke

Tangaza University college is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.

NB: Only shortlisted candidates will be contacted and given a copy of detailed job description. Please indicate the position applied as subject of the email.