



Job Announcement

Position Title: Administrative Assistant
Duty Station: Kabul
Reports To: Chair of the Department of Science, Technology and Mathematics
No. of Position: 1 Position

AUAF Background:

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2018 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

Summary:

The Administrative Assistant will provide administrative support to the Chair by performing a variety of administrative and clerical works needed for smooth functioning of daily activities of the division.

Responsibilities:

The Administrative Assistant will be responsible for the following detailed tasks, but not limited to:

- Preparing the weekly schedule for the Chair.
- Preparing general schedules with division faculty data and post as required.
- Carrying out the first selection of work study students for faculty members as requested by the Chair.
- Maintaining a general office filing system for faculty and the courses they teach.
- Maintaining a filing system for the textbooks and other course materials used in the division courses.
- Maintaining accreditation files for the department including syllabus and grade reports.
- Ensuring division is tidy and well organized.
- Handling mail, and electronic communications; compose and type correspondence as required.
- Making sure there is enough stock of stationery and classroom supplies available for use by faculty members.

- Reporting and handling any division printer issues.
- Tracking monthly budget expenditures.
- Following up on inventories for the division
- Typing, printing, photocopying and scanning documents for the Chair when required.
- Routing messages and information to appropriate individuals, paying particular attention to channelling communications to other relevant departments.
- Processing and handling of visits and requests by students and other parties to the Chair.
- Preparing and processing purchase requisitions, timesheets, inventory, and general university administrative paperwork.
- Picking up stationary and other items from relevant offices.
- Assisting with new faculty and student orientations.
- Organizing division meetings, including the preparation of agenda, minutes and follow up
- Organizing department-wide events
- Working as assigned in other departments during summer and winter breaks.
- Performing other duties as reasonably required

Essential Qualifications:

- Bachelor in business administration or other relevant field of study
- At least 1-year work experience in the administrative support field
- Very Good English, Fluent Pashto and Dari is a plus
- Very Good English verbal and written communication skills.
- Computer literate with e-mail, word processing and excel, printing, scanning and converting files to PDF.
- Team oriented, Self-directed, Tactfulness, Diplomacy, Enthusiasm for the job

Skills:

- The incumbent shall be fluent in Dari, Pashto and English
- Shall have strong communication and problem-solving skills
- Shall have strong skills to work under pressure
- Shall have strong multi-tasking skills
- Shall be flexible to stay in the office beyond the office hours when and if required

Submission Guideline:

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af Applications are accepted in English only. Please include **"Administrative Assistant"** in the subject line of your email.

Application Deadline:

All applications must be submitted on or before April 14, 2019. After reviews of the applications, formal interviews for the finalists will be set up in the AUAF campus.