



# EKAMAI INTERNATIONAL SCHOOL

## JOB VACANCY

**Position Title:** Secretary to the Principal for Student Administration  
**Type of Appointment:** One Year Local Contract with 3 months probationary period  
**Desired Start Date:** July 1, 2024  
**Closing Date:** May 15, 2024

### Job Overview:

The Secretary to the Principal for Student Administration plays a crucial role in supporting the administrative functions of the Principal's office, particularly concerning student-related affairs. This position requires exceptional organizational skills, discretion, and the ability to handle sensitive information with confidentiality. The Secretary acts as a liaison between the Principal, students, parents, faculty, and staff, ensuring efficient communication and smooth operation of student administrative processes.

**Responsible to:** Principal for Student Administration

### Responsibilities:

- Answer incoming calls.
- Contact parents in case of emergency, call for a conference with principals and teachers
- Prepare the name list of students for after-school activities and jointly coordinate with parents and the Finance Office for financial clearance.
- Update Attendance and Citizenship Report for teachers and prepare letter to parents
- Update School Calendar. Prepare Student Handbook
- Provided School Referrer Process Form, and Deficiency Report Form (Areas of Concern) for teachers and school counselor
- Prepare Student Contract Form and prepare correspondence/reports for the supervisors.
- Prepare document for anticipated absence and Special Exam
- Update students' attendance reports for office and teachers
- Prepare and update disciplinary records/reports of students. Prepare documents for Character Development & Campus Life Committee.
- Update the number of excuses of each student for Campus Supervisors
- Collect and update data of clubs. Assist and organize school field trips, community service, and school activities as needed. Prepare overnight field trip documents to the Ministry of Education.
- Handle lost & found and confiscated items.
- Contacting sponsors for activities organized by the school. Updates alumni database and sends out news and advertisements for alumni.
- Create a special package price for alumni children and raise funds from alumni for a banquet function once a year.
- Any other duties assigned by the Administration.

### Qualifications:

- A Bachelor's degree in Management, English major, or related field.
- Good command of English and Thai
- Outgoing and pleasant personality
- Be able to use computer: MS Office
- Creative and willing to take extra responsibility
- Positive attitude toward organization and administration

**Click apply from here:**

<https://www.eis.ac.th/job-application-form/>