



EKAMAI INTERNATIONAL SCHOOL

JOB VACANCY

Position Title: Secretary to the Principal for Academic Affairs
Type of Appointment: One Year Contract initial with the possibility of extension
Desired Start Date: August 1, 2024
Closing Date: May 15, 2024

Job Overview:

The Secretary to the Principal for Academic Affairs plays a pivotal role in providing administrative support and coordination to the Principal for Academic Affairs in Ekamai International School. This position involves managing various administrative tasks, facilitating communication, and ensuring efficient operation within the academic department. The Secretary serves as a liaison between the Principal, faculty, students, and other stakeholders.

Responsible to: Principal for Academic Affairs

Responsibilities:

- Answer incoming calls.
- Update School Calendar. Prepare Student Handbook
- Provide comprehensive administrative support to the Principal for Academic Affairs, including managing calendars, scheduling appointments, arranging meetings, and handling correspondence.
- Maintain and organize academic documents, records, and files, ensuring they are up-to-date and easily accessible. This may include academic policies, curriculum materials, student records, and faculty evaluations.
- Serve as a point of contact for academic staff, students, parents, and external stakeholders, relaying messages and inquiries to the principal as necessary. Communicate important information regarding academic affairs to relevant parties.
- Assist in planning and coordinating academic meetings, such as departmental meetings, curriculum development sessions, and academic council meetings. Prepare meeting agendas, take minutes, and follow up on action items.
- Support academic events and activities, such as seminars, workshops, conferences, and academic ceremonies. Coordinate logistics, handle registrations, and provide onsite support as needed.
- Maintain confidentiality and discretion when handling sensitive academic information, such as student records, personnel matters, and institutional policies.
- Demonstrate proficiency in office software applications, including word processing, spreadsheet, and presentation software. Familiarity with academic management systems and online collaboration tools is often required.
- 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/>