



EKAMAI INTERNATIONAL SCHOOL

JOB VACANCY

Position Title: Secretary to the Assistant Director for Student Affairs
Type of Appointment: One-Year Contract with a 3-month probationary period
Desired Start Date: August 1, 2026
Closing Date: May 31, 2026

Job Overview:

The secretary to the Assistant Director for Student Affairs supports the school's mission by helping to establish a well-organized, responsive, and caring Student Affairs Office. This role plays a key part in enhancing the student experience through effective communication, coordination, and service. It emphasizes professionalism, discretion, and a Christ-centered approach in all interactions.

Responsible to: Assistant Director for Student Affairs

Responsibilities:

- Manage daily administrative operations of the Student Affairs office, including professional communication (phone, email, in-person) and preparation of official correspondence, reports, and documentation in English and Thai
- Provide executive support to the Assistant Director for Student Affairs, including calendar management, scheduling, meeting coordination, and follow-up on action items
- Support communication with parents regarding student welfare and attendance; assist in coordinating meetings with parents, teachers, and school leadership, and help manage emergency communication protocols
- Maintain accurate and confidential student records (attendance, conduct, discipline); process absence justifications, generate reports, and coordinate with relevant offices to ensure data accuracy
- Maintain official school documents (Student Handbook, School Calendar) and prepare documentation for field trips, student programs, and regulatory compliance (MOE, OPEC, etc.)
- Coordinate administrative logistics for student activities and programs (field trips, service projects, recognition programs, extracurricular events) in collaboration with relevant departments
- Act as administrative liaison between the Student Affairs office and other school offices; support coordination with departments and assist in preparing reports, presentations, and accreditation materials

Qualifications:

- Bachelor's degree in Business Administration, Education, or a related field (or equivalent experience)
- 1-3 years of administrative or secretarial experience preferred, ideally in a school or service-oriented environment
- Good working proficiency in both Thai and English (spoken and written)
- Basic to intermediate skills in Microsoft Office and Google Workspace
- Organized and able to manage multiple responsibilities with care and attention to detail
- Demonstrates integrity and discretion when handling confidential information
- Positive, service-oriented attitude with a heart for supporting students, parents, and staff
- Able to work collaboratively and contribute to a respectful, caring, and Christ-centered school environment

[Click Here to Apply](#)