

TOR: ACADEMIC AND EXECUTIVE ASSISTANT

Requirements:

- At least a Master's degree preferably in educational studies or degree related to Accreditation.
- Experience in teaching in secondary and tertiary level.
- Prior experience (at least 5 years) in accreditation and academic and institutional registration for a tertiary educational institution.
- Excellent organizational and administration skills.
- Strong computer literacy, with academic and accreditation database familiarity.
- Good interpersonal and communication skills.
- Professional appearance.

Responsibilities

1. Manage records of student information:

- Lecturer in courses approved by the Academic Dean and faculty.
- Admission applications for academic award programs.
- Overseeing the student admissions and graduation process.
- Liaise with churches and sponsors for regional and international student travels: Admission dates, Academic Calendar, flight schedules, Fiji immigration visa, college fees etc.
- Student enrolment and course registration.
- Space and timetabling (class schedules).
- Student Academic results and transcripts for each semester.
- Keeping student information confidential and secure.
- Performing clerical tasks, such as printing reports for college representatives to executive and council meetings.
- Participating in student service committees and initiatives.

2. Updating and maintaining students

- Academic transcripts.
- Class Attendance.
- Enrolments and withdrawals each semester.
- Sick leave.
- Course registration.
- Class schedules.

3. Key Relationship With

- *South Pacific Association of Theological Schools (SPATS) and Fiji Higher Education Commission (FHEC)*: Updating and maintain institutional accreditation as provider of higher education program with SPATS and FHEC.

- *FHEC*: Updating and maintaining institutional registration and other records with FHEC.
- *Academic Dean*:
 - Liaises with the Academic Dean for Accreditation of academic award programs with SPATS and FHEC: overseeing all issues regarding the academic quality and integrity of the various academic award programmes of the College;
 - Liaises with the Academic Dean for relevant faculty and support staff members in order to ensure that all academic award programmes of the College (from Certificate level to PhD, including programmes administered by WFDP, PTCEE, IMR) are appropriately maintained and developed (supervision, course work, etc.);
 - Liaises with the Academic Dean to arrange the thesis examination processes in all relevant academic programmes;
 - Liaises with the Academic Dean to arrange curriculum reviews of academic award programmes at PTC at appropriate intervals;
 - Liaises with the Academic Dean regarding administration, registration, and assessment processes in all academic programmes, including the end-of-year grades and prizes calculations;

Principal, Vice Principal, and Academic Dean:

- Assists the Principal, Vice Principal and the Academic Dean in relevant work as regards the Fiji Higher Education Commission (FHEC) and the South Pacific Association of Theological Schools (SPATS), and liaises with FHEC and SPATS where necessary;
- Assists the Principal, Vice Principal and the Academic Dean with major development issues regarding the academic aspects of the College, as required from time to time (e.g., the proposed move to convert the College into a university);
- if requested, serves on the SPATS Executive Committee.

Finance Manager:

- Liaise with Finance Manager for student financial accounts.

Human Resource Manager:

- Liaise with Human Resource Manager for international faculty members, student passports and work visas.

SUBMISSION OF APPLICATION:

- The application must be submitted electronically with the following documents:
 - A Cover Letter
 - Duly filled in and digitally signed Application Form
 - Curriculum Vitae, detailing publications, research projects and employment history
 - Copies of Academic Certificates in electronic form (preferably in an integrated PDF file)

- Contact details of three referees (must include an academician, a church or mission board leader, and a former employer).

DUE DATE FOR THE SUBMISSION OF APPLICATION:

15th April, 2022

SUBMIT APPLICATION TO:

Academic Dean (gkiki@ptc.ac.fj) with a copy to the Principal (ulvaai@ptc.ac.fj)

FOR MORE INFORMATION ABOUT PTC

Please see website: <https://ptc.ac.fj>