

<b>Position Title</b>	Faculty Secretary II
<b>Pay Scale</b>	Pay Scale 9 of the Conditions of Service
<b>Position Status</b>	Regular
<b>Reports to</b>	Vice Dean

### **Job purpose**

The Faculty Secretary is the primary support staff of the teaching and research faculty, providing and managing administration and support to the faculty. S/he reports to the Vice Dean, but his/her primary role is to support the faculty assigned to him/her, annually, by the Vice Dean.

The secretary provides secretarial, logistical, and other support services to five teaching faculty.

### **Duties and responsibilities**

The Faculty Secretary II will be responsible for the following:

1. Providing support to five (5) faculty members;
2. Maintenance of records and files;
3. Typing letters and correspondences as required;
4. Assisting with office supply and book orders;
5. Managing calendars as required;
6. Coordinating and executing the plans and activities;
7. Performing other basic secretarial duties (such as following up with other departments, providing backup for phones and distribution of faxes, photocopies, mail distribution)
8. Ordering business cards, name tags, door signs and desk signs for new faculty;
9. Assisting with Academic Affairs events such as in-services, orientations, faculty related events, etc.
10. Working with Enrollment to schedule faculty appointments with prospective students;
11. Submitting Adjunct Faculty contract requests
12. Assisting with managing faculty budgets;
13. Performing any other duties specified in his or her Employment Contract;
14. Reporting regularly to the Vice Dean on all activities described herein; and
15. Performing other duties as assigned by the Vice Dean.

### **Qualifications**

The candidate for Faculty Secretary II will have the following expertise or qualities:

1. Minimum Educational Requirement: Bachelor's degree;
2. Strong communication and organizational skills;
3. Proficiency in Google Suite and with Microsoft software (Excel, PowerPoint, and Microsoft Word);
4. Experience with Access is highly desired;
5. Ability to handle multiple priorities with accuracy and to pay attention to detail.
6. Essential to foster effective campus relationships and work with a diverse staff.

**Working conditions**

The candidate will be currently working at the JSW Law temporary campus, Taba, Thimphu and will be relocated to permanent campus at Pangbisa, Paro. The working hours shall be as per the Conditions of the Service.

**Direct reports**

Other Faculty Secretaries

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<b>Approved by HRC:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	