

Position Title	Office Administrator for Research Center
Pay Scale	Pay Grade 9 of the Conditions of Service
Position Status	Regular
Reports to	Associate/Assistant Dean until the Program coordinator is in place.

Job purpose

This individual will serve as the first point of contact for students, faculty, and visitors coming into the Research Center. They will perform general tasks and assignments as well as overflow assistance with in-house fellows and other general day-to-day activities necessary for keeping the RC humming. The Office Administrator reports to the Associate/Assistant Dean.

Duties and responsibilities:

The Office Administrator will be responsible for the following:

1. Supporting Associate/Assistant Dean and the Program Coordinator in his/her daily administrative, planning and execution, and travel related matters by maintaining a calendar of schedules, events, and meetings;
2. Serving as the first point of contact for the Research Center with people from both inside and outside of the school;
3. Maintaining an effective filing system both in electronic and hard formats;
4. Arranging hospitality and documents for meetings as requested;
5. Member Secretary to the Research Review Committee;
6. Providing support to Research Center members;
7. Typing letters and correspondences as required;
8. Assisting with office supply and book orders;
9. Performing other basic secretarial duties (such as following up with other departments, seeking appointments, minuting, officials correspondence, photocopies, mail distribution);
10. Ordering business cards, name tags, door signs and desk signs for RC Members;
11. Assisting with Research Center and Academic Affairs events such as orientations, faculty related events, etc.;
12. Reporting regularly to the Associate/Assistant Dean on all activities described herein; and
13. Performing other duties as assigned by the Associate/Assistant Dean and Program Coordinator from time to time.

Qualifications

The candidate for Office Administrator 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 in Research 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

None

Approved by HRC:	59 HRC Meeting
Date approved:	17 June 2021
Reviewed:	