



Office of the Vice Chancellor for Academic Affairs
General Education Center (GEC) Diliman

STAFF HIRING

The General Education Center, under the Office of the Vice Chancellor for Academic Affairs,
 is **urgently** looking for

(1) Senior Research Associate

Minimum Qualifications

Bachelor’s degree relevant to the job
Four (4) hours of relevant training
One (1) year of relevant experience will be an advantage (but those with below the required number of years may also apply)
Good oral and written communications skills
Good presentation skills
Good interpersonal skills will be an advantage
Knowledgeable/relevant experience in writing proposals, reports, projects, feasibility studies, proceedings, etc.
Knowledgeable/experience in conducting qualitative and quantitative research
Knowledge in internal and external assessment of a GE course/program (i.e. quality assurance and improvement), crafting of assessment tools and curriculum studies) is a plus

Interested applicants must submit the following to gec.staffhiring@gmail.com ~~on or before~~ **Friday, 16 February 2024**:

- Application letter, CV and other supporting documents (e.g. photocopies of diploma, TOR, employment and training certificates, ratings from previous employer/s [if applicable])
- Sample written reports, projects, studies, articles, etc.