



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

STAFF HIRING

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

(1) Junior Office Associate

MINIMUM QUALIFICATIONS

- Bachelor's degree
- One year of relevant experience will be an advantage (but fresh graduates may also apply)
- Relevant training will be an advantage
- Knowledgeable/relevant experience in writing proposals, reports, projects, 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
- Good oral and written communications skills
- Good interpersonal skills
- Good presentation skills

Interested applicants must submit the following to gec.staffhiring@gmail.com on or before **Tuesday, 30 April 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.