



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) 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.
- Basic to intermediate Excel skills
- Knowledgeable/relevant experience in creating publicity materials
- Knowledgeable/relevant experience in website management (i.e. use of WordPress)
- Knowledgeable/relevant experience in conducting qualitative and quantitative research is a plus
- Good oral and written communications skills in English and in Filipino
- Good presentation skills
- Good interpersonal skills
- Receptive and eager to learn

Interested applicants must submit the following to [gec.staffhiring@gmail.com](mailto:gec.staffhiring@gmail.com) on or before **Wednesday, 7 August 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.