



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 (1) 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, articles, etc.
- Knowledgeable/relevant experience in website management (e.g. use of WordPress)
- Knowledgeable/relevant experience in creating publicity materials
- Basic to intermediate Excel skills
- Knowledgeable/relevant experience in conducting qualitative and quantitative research is a plus
- Knowledgeable in statistical analysis is a plus
- Good oral and written communications skills in English and in Filipino
- Good presentation skills
- Good interpersonal skills

Interested applicants must submit the following to
hiring.gec@gmail.com on or before **Friday, 11 July 2025**:

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

