



**Fulton Adventist
University**

"OTHERS" | EST 1905

Job Title: Campus Assistant

Employment Status: Full-time

Institution/Employer: Fulton Adventist University

Location of work: Fiji

Applications Close Date: 31 December 2025

Fulton Adventist University is one of the most recognized universities in Fiji as well as other Pacific Island countries. Fulton is aiming to employ highly qualified staff as well as keen and honest workers who can comply with its goal and aim in producing highly specialised and well-educated graduates.

Fulton Adventist University is seeking to fill the position of **Campus Assistant**

The relevant job descriptions for each role outlines the essential qualifications and expectations for the successful candidate for the respective positions. To request the job descriptions, or directions for applying, please visit the Fulton Adventist University website: <https://www.fulton.ac.fj/vacancy.html>.

The role of the Campus Assistant is to supports the Campus Supervisor in maintaining clean, safe, and well-presented university grounds. The role assists with lawn mowing, landscaping, and general upkeep of outdoor areas, ensuring the campus environment remains tidy and welcoming. Responsibilities also include helping coordinate routine maintenance tasks, reporting any hazards or repairs needed, and supporting the grounds team in delivering high-quality campus appearance standards.

Selection Criteria

- Certificate in Landscaping, Horticulture, Agriculture, or a related field (an advantage).
- Experience in a college, university or residential campus setting.
- Basic knowledge of small engine or equipment maintenance.
- Well-developed interpersonal and relationship skills.
- Good communication skills and a positive, service-oriented attitude.
- Experience in working in a multi-cultural environment.
- Proven willingness to work as a member of a team or independently, as required.
- Reliable, hardworking, and committed to keeping the campus clean and presentable.
- Respectful and supportive of the values and mission of Fulton Adventist University as a Seventh-day Adventist institution.

For more information and to apply, please visit <https://www.fulton.ac.fj/vacancy.html>.

The appointing body reserves the right to fill this vacancy at its discretion and close applications early.
This vacancy was written and advertised by the employer listed above.