



Fulton Adventist
University College

"Others" | EST 1905

Job Title: **Personal Assistant to the Director of Student Services**

Employment Status: **Full-time**

Institution/Employer: **Fulton Adventist University College**

Location of work: **Fiji**

Applications Close Date: **5 August 2022**

Fulton Adventist University College 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 College is seeking to the position of **Personal Assistant to the Director of Student Services**.

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

The role of the Administrative PA to the Director of Student Services of Fulton Adventist University College is to:

1. Provide administrative support to the Director of Student Services with special attention to Student Immigration, Work Education Program and Student Activities.
2. Be the relief receptionist for the University College, when required.

Selection Criteria:

- Must be a practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
- A sound working knowledge of all policies and procedures as followed in the Seventh-day Adventist tertiary educational institutions.
- Proven ability to maintain confidentiality
- A sound understanding of relevant employment practice and law.
- A broad understanding of the operational practices and culture of the Seventh-day Adventist Church in the South Pacific.
- The ability to analyse and to verify the accuracy of data.
- An aptitude for cross-cultural communication.

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.