

**Open Position: Administrative Assistant to Graduate School Dean
Adventist International Institute of Advanced Studies
Silang, Cavite, Philippines**

**The Adventist International Institute of Advanced Studies (AIAS)
Is seeking an individual to serve full-time as an Administrative Assistant to Graduate
School Dean**

Responsibility Overview

The Administrative Assistant to the Graduate School (GS) Dean manages the office of the Dean, providing support to the GS faculty, the three Departments, and a variety of secretarial tasks for the proper operations of the school in harmony with the mission and goals of the GS and AIAS. The Administrative Assistant is expected to perform office work requiring independent judgment and apply technical skills, and knowledge of activities and procedures.

Required Qualifications

1. Bachelor's degree in Office Management or related field
2. Excellent communication skills in both oral and written English
3. Intermediate skill level in MS Suite [Word, Excel, Access, PowerPoint, etc.]; Google Suite (Drive, Doc, Forms, Calendar, etc); and AI application [Generative AI, Canva, etc.] programs effectively
4. Team player with excellent interpersonal skills
5. Has initiative and can work with minimum supervision
6. Must be hardworking, and systematic
7. Be able to cope well with short deadlines and significant pressure
8. Knowledge of planning and scheduling techniques
9. Ability to manage office filing
10. Ability to work effectively in a diverse community with faculty, staff and students.
11. Have a vibrant relationship with Jesus Christ and a member of the Seventh-day Adventist Church in good and regular standing.

Desired Qualifications:

1. Bachelor's degree in Office Administration.
2. A Master's Degree in Business Administration [MBA], or Education
3. Advanced proficiency in Microsoft Office, email, and calendar applications as well as internet usage.
4. Ability to create, compose, and edit written materials.
5. Ability to coordinate and organize meetings and/or special events.

Required Work Experience:

1. At least 5 years of successful experience in an office environment.

Desired Work Experience:

1. Administrative Assistant experience
2. Secretarial experience in an international setting

Key Responsibilities:

1. The administrative secretary supports the Graduate School Dean:
 - a. Receives and screens visitors and telephone calls cordially.
 - b. Handles incoming and outgoing correspondence and drafts responses.
 - c. Coordinates and schedules appointment calendars for the Dean and Graduate School.
 - d. Keeps the Dean informed of perceived needs and challenges pertaining to the GS.
 - e. Coordinates the assessment of the quality of services provided by the GS.
 - f. Supports the dean in reminding chairpersons and program directors to refine review processes of both academic and non-academic programs.
 - g. Sends alerts, reminders, and circulars to department chairs, GS secretaries, and faculty at the beginning of each school year, semester, and term, calling for the following documents, plans, and reports to be uploaded on Google Drive as per the schedule:
 - Department Schedule
 - Faculty Workload Plan
 - Faculty Development Plan
 - Faculty Information Sheet [FIS]
 - Curriculum Map
 - Faculty Teaching Evaluation
 - Faculty Evaluation by Chairs
 - Department Annual Report
 - Faculty Industry Immersion Program
 - Course Outline/Syllabus
 - Assessment of Course Module Readiness
 - Department Calendar of Events
 - Faculty CV updates & Faculty e-Portfolios
 - Department Strategic Plan & Annual Reviews
 - Textbook & Essential Reading List per program
 - Summary of Program Learning Outcome [PLO] Assessment per program
 - h. Maintain the following folders [Google Drive]
 - Dissertation/Thesis Defense [database]
 - Course Syllabus [per Department, Program, Course]
 - PAASCU
 - AAA
 - IACBE
 - Faculty
 - GS Inventory and Purchases
 - International Research Conferences [IRC]
 - Exit Interviews
 - Program and Curricular Reviews
 - Letters Sent
 - Certificate Issued
 - GS Templates
 - Policy and Procedure Manuals
 - Quality Assurance
 - Community Engagement & Service
 - Faculty Development and Capacity Building

- CHED Notification and Compliance
- GS Faculty Minutes and Agenda
- CPD
- GS Budget
- Network & Linkages – MOUs
- Others

2. Meetings, Schedules and Minutes:

- a. Arrange GS faculty meetings, schedule speakers for devotionals, and prepare the agenda.
- b. Schedules Research Seminars, and other committee meetings as requested.
- c. Records minutes for GS faculty meetings, circulates minutes, and informs relevant entities of the actions as relevant upon the approval of the Dean.

3. Graduate School File and Reports:

- a. Maintains complete files for the Dean's office of course syllabi, CVs for all faculty [regular, adjunct, and guest], accreditation self-study reports, PAASCU Reports, AAA Reports, etc.
- b. Prepares reports, forms, purchase orders, work orders, and other documents related to the GS.
- c. Prepares reports and puts mechanisms in place whereby stakeholders can access the reports of effectiveness.
- d. Manages the e-portfolios of faculty.

4. Class Schedules:

- a. Prepares the consolidated GS semester class schedule based on final input from the academic departments submitting a final semester schedule to ASAC at least one month before the beginning of the semester.

5. Accreditation:

- a. Collaborate with the AIIAS administration to identify, develop, and fulfill AAA and PAASCU accreditation recommendations.
- b. Assist with preparing the accreditation self-study reports by managing data, documents, and evidence collection.
- c. Organize relevant data and information, and ensure correct information is uploaded to the PAASCU website
- d. Liaise with the PAASCU office on accreditation visits, assist in the preparation of reports by coordinating with the departments, collate department reports on accreditation recommendation.

6. Student's Research Process Support:

- a. Schedules Research Committee meetings circulating the Topic Request documents to members well in advance.
- b. Schedules and circulates documents well in advance for thesis/dissertation proposal defenses.
- c. Organizes the final thesis/dissertation defense events, responsible for all arrangements including:
 - Scheduling the defense and announcing it.

- Communication with external examiners on honorarium, and transport as relevant
 - Preparation of the program and approval page.
 - Other—Defense Report form, venue preparation, bottled water for candidates and panel members.
 - Payment of honorarium to external examiners immediately after the defense or not later than 5 working days.
 - d. Releases Approval Page to the registrar's office for inclusion to graduation, and for thesis/dissertation reproduction.
 - e. Receiving and processing of editor's approval of theses/dissertations for binding
 - f. Receiving bound copies of projects/theses/dissertations and cataloguing it for safe keeping in the committee room
7. Member of International Conference (iConference), and sub-committees:
- a. Materials and Marketing Committee
 - Send request letter of endorsement to CHED
 - Send invitation letters to potential attendees
 - Collects names of attendees/participants
 - b. Attendee of Issues Committee
 - Registers attendees/participants for the iConference attendees
 - Purchases and prepares materials for the iConference attendees
 - Participate in other committees as needed or assigned
8. Graduate School Building & Estate Upkeep
- a. Supervise Janitorial Services
 - b. Oversee GS Garden and atrium upkeep
 - c. Coordinate with the Physical Plant Department and the finance office for maintenance, repair, and purchases.
 - d. Authorize the use of GS rooms by groups and communities
9. Performs other Graduate School office related duties as assigned by the Graduate School Dean.

Remuneration:

Remuneration will be according to the denominational wage scale at AIIAS taking into account educational qualifications, work experience, and years of service.

Application Process:

Applications are assured of full consideration if received by October 23, 2026. Please email your application letter and current resume with at least three (3) references to **recruitment@aaias.edu**.