



JOB DESCRIPTION OF PROGRAM OFFICER

Position:	Program Officer
Base:	Preferably in Yangon
Employment Type	Full-time (40 hours per week)
Report to:	Director of Admission and Student Affairs
Start Date:	August 1, 2025
Compensation:	Based on experience

Parami University is a private non-profit online synchronous higher education institution licensed by the District of Columbia Higher Education Licensure Commission (HELC) in the United States. It began as a liberal arts initiative in 2017 and later expanded to offer fully synchronous dual associate and bachelor's degree programs in collaboration with Bard College.

As part of our ongoing efforts to enhance community engagement and co-curricular programming, we are seeking a Program Officer to assist both online and in-person initiatives, collaborate with partners, and contribute to a dynamic learning environment for the students. This role involves cross-functional collaboration with departments such as the Office of Finance & Operations, Student Affairs and Academic Advising and may contribute to ongoing efforts in student success, community building, and program development.

POSITION REQUIREMENTS

Required Qualifications:

- Fluency in English and completion of a bachelor's degree
- At least 2 years of relevant work experience
- Curiosity, willingness to learn, and demonstrated empathy in previous roles
- Fluency with digital tools; experience in online work or education is an advantage
- Willingness to commute occasionally within Yangon

POSITION RESPONSIBILITIES

1. Support the planning and coordination of online and in-person programs and events
2. Assist with implementing co-curricular activities and student engagement initiatives
3. Liaise with internal teams and external partners to ensure smooth program delivery
4. Contribute to a collaborative and inclusive learning environment for students
5. Provide general support to relevant administrative and programmatic needs as assigned

APPLICATION REQUIREMENTS

Please submit the following materials in a **single PDF** file to the Human Resources Department (hr@parami.edu.mm):

- Single-page cover letter
- CV;
- Contact information of three professional references (phone numbers and emails).

Please submit before July 15, 2025.

Priority will be given to candidates based in Yangon; however, remote applicants will also be considered if they demonstrate strong relevant skills and motivation. If Interested, please submit your application as early as possible, as applications will be reviewed on a rolling basis and the position may be filled before the deadline.