



PARAMI UNIVERSITY

JOB DESCRIPTION FOR STUDENT AFFAIRS OFFICER

Position:	Student Affairs Officer
Base:	Myanmar (preferably in Yangon)
Report to:	Director of Admissions & Student Affairs (Primary), Assistant Manager of Student Affairs (Secondary)
Start Date:	August 1, 2024
Compensation:	Based on experience.

DESCRIPTION OF PARAMI UNIVERSITY

Parami University is a private non-profit higher education institution currently offering a variety of high-quality online courses and programs to students of Myanmar from diverse experiences and backgrounds since 2017. We recruit and provide educational opportunities to students from a diverse array of religious and ethnic backgrounds and have an equally diverse set of experiences. The curriculum in the program is based on liberal arts education with courses in Social Sciences, Humanities, Arts, and Natural Sciences. While the courses are all provided online, we can still offer quality education with increased accessibility through innovative educational technologies and provide additional support for students with workshops, events, and extracurricular activities. We are currently looking for a **Student Affairs Officer** to coordinate and lead on-ground events and activities, support students in Myanmar, and implement relevant programs throughout the academic year.

JOB SUMMARY

Parami University is seeking an experienced Student Affairs Officer to conduct student activities and campus-wide events online. The officer is responsible for developing and implementing student activities and programs to nurture a sense of community, inclusion, and respect—in alignment with the University's mission. The officer will coordinate with different departments to organize workshops and assist in approaches to improve student recruitment and retention policies and procedures to address students' academic needs and performance in our programs. The officer will work closely with the assistant manager of student affairs, registrar, operations and HR officer, academic advisors, tutors, as well as the Office of Operations and Finance.

POSITION REQUIREMENTS

- 1) Fluency in English;
- 2) A bachelor's degree or relevant diploma in the student support field is required;
- 3) At least 3-4 years of relevant experience;
- 4) Experience with online event management is an advantage;
- 5) Knowledge of mental health, diversity, and inclusion preferred;
- 6) Frequent commutes within Yangon and occasional travel throughout Myanmar are necessary
- 7) Effective communication skills in oral and written means.

POSITION RESPONSIBILITIES

- 1) Work independently within the framework of the assigned tasks;
- 2) Order, inventory, and deliver student materials and Parami merchandise;
- 3) Manage and facilitate events and seminars for students, in-person and online;
- 4) Monitor and evaluate student activities and events;
- 5) Collaborate and coordinate with different teams and external organizations to organize appropriate workshops for students and support;
- 6) Visit the learning facility in Yangon;
- 7) Communicate and connect with partner organizations for student opportunities and career development.

APPLICATION REQUIREMENTS



PARAMI UNIVERSITY

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

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

***Review of applications will begin on July 14, 2024.
The deadline to submit is on July 21, 2024.***