



## TERMS OF REFERENCE

### Faculty Secretary II

<b>Position Title</b>	Faculty Secretary II
<b>Pay Scale</b>	Pay Scale 9 of the Conditions of Service
<b>Position Status</b>	Regular
<b>Reports to</b>	Associate Dean for Academic Affairs

#### Job purpose

The Faculty Secretary is the primary support staff of the teaching and research faculty, providing and managing administration and support to the faculty. S/he reports to the Associate Dean for Academic Affairs, but his/her primary role is to support the faculty assigned to him/her, annually, by the Academic Dean. The secretary provides secretarial, logistical, and other support services to teaching faculty.

#### Duties and responsibilities

The Faculty Secretary II will be responsible for the following:

- i. Provide support to five (5) faculty members;
- ii. Maintain of records and files;
- iii. Draft letters and correspondences as required;
- iv. Assist with office supply and book orders;
- v. Manage calendars as required;
- vi. Coordinate and executing the plans and activities;
- vii. Perform other basic secretarial duties (such as following up with other departments, providing backup for phones and distribution of faxes, photocopies, mail distribution);
- viii. Order business cards, name tags, door signs and desk signs for new faculty;
- ix. Assist with Academic Affairs events such as in-services, orientations, faculty related events;
- x. Work with Enrollment to schedule faculty appointments with prospective students;
- xi. Submit Adjunct Faculty contract requests;
- xii. Assist managing faculty budgets;
- xiii. Serve as a Member secretary for the Academic Council meeting and any other faculty meeting when required;
- xiv. Translate Academic Council meeting minutes and any other required documents;
- xv. Coordinate and organize any faculty related events;

- xvi. Perform any other duties specified in his or her Employment Contract;
- xvii. Report regularly to the Academic Dean on all activities described herein; and
- xviii. Perform other duties as assigned by the Academic Dean.

## Qualifications

The candidate for Faculty Secretary II must have the following expertise and competencies:

- i. Educational Requirement: Bachelor's degree;
- ii. Strong communication and organisational skills;
- iii. Proficiency in Google Suite and Microsoft software (Excel, PowerPoint, and Microsoft Word);
- iv. Experience with Access is highly desired;
- v. Ability to handle multiple priorities with accuracy and attention to detail;
- vi. Ability to foster effective interpersonal relationships in the workplace with a diverse staff.

## Working conditions

The candidate will be currently working at the JSW Law campus, Pangbisa, Paro. The working hours shall be as per the Conditions of the Service.

## Direct reports

- None

<b>Approved by Management Board/HRC:</b>	11th meeting
<b>Date approved:</b>	07.11.2022
<b>Reviewed:</b>	

*This job description will be reviewed annually and updated as often as necessary.*