



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2012/06
POSITION: Classroom Assistant (1 position)
OPENING DATE: January 26, 2012
CLOSING DATE: January 31, 2012
WORK HOURS: Full-time, 40 hours/week
DURATION: Fixed term contract (February 6 to April 30, 2012)

The International University of Grand-Bassam is seeking an individual to fill one (1) **Classroom Assistant** position in the Registrar/Admission/Office.

BASIC FUNCTION OF POSITION

Assist the Registrar with tasks related to course delivery in the IUGB Classrooms. (A summary of the position description is available on our website: <http://www.iugb.org/>).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- Bachelor's degree and two years administrative experience, or a high school diploma or equivalent and four years administrative experience.
- Ability to communicate effectively both in English and French (oral and written.).
- Knowledge of university programs and facilities.
- Knowledge of university policies and procedures.
- Knowledge of computer equipment and software.
- Effective oral and written communication skills.
- Effective time management skills and organizational skills.
- Ability to establish and maintain effective working relationships

SUBMIT APPLICATION TO:

<p> International University of Grand-Bassam Human Resources Office Attention: Human Resources Coordinator BP 564 Grand-Bassam Fax: (225) 21.30.34.83 Or Via email to: tote.l@iugb.org </p>	<p> POINT OF CONTACT International University of Grand-Bassam Human Resources Office Tel: (225) 21.30.36.40 / 21.30.34.57 Fax: (225) 21.30.34.83 </p>
--	---

Important Notice: Applicants *MUST* submit a current resume and a cover letter. Copies of both education documents and working experience must be attached to your application. When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title. **E.g.:** VA # 2012/06, Classroom Assistant.