PEOPLE & CULTURE ANNOUNCEMENT

Strathmore UNIVERSITY

INTERNAL ADVERT

Job Title: **Associate Administrator**

Department: **School of Computing and Engineering Sciences**

Reporting to: **School Administrator**

Basic job summary:

The job holder is responsible for providing administrative and operational support within a specific school or faculty of the university, ensuring smooth day-to-day operations, accurate record keeping, and timely communication between faculty, students, and other administrative units.

Duties & Responsibilities:

- Coordinate the preparation and dissemination of academic timetables and examination schedules.
- Assist in compiling and submitting reports such as course evaluations, faculty workload, and assessment results.
- Support the management of course materials and learning resources in liaison with faculty.
- Assist in student registration, course scheduling, and class list preparation.
- Respond to student inquiries regarding academic policies, class schedules, and other administrative concerns.
- Maintain accurate student records and support academic advising processes.
- Assist in managing the school's daily administrative functions, including scheduling meetings, handling correspondence, and managing calendars.

- Support faculty with logistical and administrative needs related to teaching, exams, and student engagement.
- Serve as a point of contact between the school and other departments (e.g., Registrar, Finance, IT).
- Facilitate communication between the school, students, and faculty to ensure a timely flow of information.
- Coordinate internal and external meetings, events, and academic functions.
- Maintain up-to-date and accurate documentation and filing systems for academic and administrative records.
- Generate reports and data summaries as required by the School Administrator or Dean.

Minimum Academic Qualifications:

Bachelor's degree in business or related field

Experience:

- At least 2 years' work experience in an administrative role

Competencies and Attributes

- Good people skills,
- Good Communication skills,
- Strong analytical skills,
- Attention to details.
- A team player.
- Good understanding of MS Suite.

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Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application **(ONLY)** quoting ***"Associate Administrator"*** on the subject line to recruitment@strathmore.edu by **15th October 2025.**

Due to the large number of applications, we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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