

Department of Social Science and Development
Faculty of Social Sciences
Chiang Mai University

239, Huay Kaew Rd., T. Suthep, Muang, Chiang Mai, 50200, Tel: 66-53-943507
Email: mass.fss@gmail.com



POSITION VACANCY ANNOUNCEMENT

Position title: Academic officer for the B.A in Social Science program (International program)

Salary: 17,060 THB/ month. One year contract with renewal based on performance.

Job descriptions and responsibilities: respond to B.A. in Social Science program

- Arrange documents relevant to the program; brochure, admission, registration, class schedule, field study, students' exchange, special lecture, study grade results and graduation.
- Coordinate with scholarship donors in order to report students' performance
- Administer the financial affairs of the program including annual revenue and expenses estimation, expenses report to the finance division, budgets for work related trips and activities.
- Facilitate lecturers in their teaching preparation and arrangement of academic activities
- Coordinating between related university, immigration offices and international lecturers and students regarding visa issues and work permits.
- Give administration related advise to BA Social Science students in relation to their study.
- Organize academic activities in collaboration with lecturers and related agencies such as special lecture, field trip study, seminar and workshop.
- Perform any other tasks as assigned by supervisors

Qualification:

- Bachelor's degree in social sciences, humanities or other relevant fields of studies.
- Proficiency in English in writing, speaking, reading, listening
- Work experiences in administration/ secretary/ international relations/ academic services will be given special consideration

Required document:

- A completed application form and a recent photo (taken no later than 6 months)
- A full curriculum vitae
- Certified copies of all academic transcripts
- A copy of English certificate (if any)
- A copy of identity card
- A copy of house registration
- A health certificate

Closing date: 9th June, 2017

Interested candidates are invited to submit the application documents to email: mass.fss@gmail.com or directly at the Department of Social Sciences and Development, 2nd floor, building 1, Faculty of Social Sciences, Chiang Mai University.

Announcement of qualified applicants for a written test and an interview will be made on 13rd June, 2017. The test and interview (in English) will be held on 14th June, 2017 starting from 09.00 am. at the Department. The name of successful candidate will be announced on 16th June, 2017.

For more details, please contact us through email: mass.fss@gmail.com
or call: 053-943507, 081-9504726