

**THE GENEVA ACADEMY IS SEEKING
A STUDENT OFFICE ASSISTANT (f/m) at 30-40%****TITLE:** STUDENT OFFICE ASSISTANT**PERIOD OF CONTRACT:** Fixed term contract, September 15 to August 31st 2020**ACTIVITY RATE:** 30-40 %**DEADLINE FOR RECEIPT OF APPLICATIONS:** 06-09-2019General description of the position

The Geneva Academy provides post-graduate education, conducts academic legal research and policy studies, and organizes training courses and expert meetings. We concentrate on branches of international law that relate to situations of armed conflict, protracted violence, and protection of human rights.

We are seeking a Student Office Assistant (part-time, 30-40%) to support in the assistance to the Students office and the Executive Education.

Mission and activities

- Provide support in the daily functioning of the student office;
- Production of letters, invoices, certificates, etc.
- Answer general inquiries about the master programmes and ongoing students requests;
- Provide support during the whole admission process of our master programmes, short courses and trainings;
- Maintain the Alumni database up to date, answer general requests and produce relevant documentation for the alumni.

Candidate's profile

- High school, CFC diploma or equivalent degree.
- At least 1 year of working experience in a similar position;
- Knowledge of MS office ;

- Excellent presentation and communication and interpersonal skills;
- Attention to details and strong organisational skills;
- Cooperation, team work spirit, service oriented;
- Ability to work independently and as part of a team;
- Ability to multi-task, meet deadlines and work under pressure;
- Fluency in written and spoken French and English is a must;
- Swiss or EU nationality or valid Swiss student or work permit;

The applicants are asked to submit their dossier (letter of motivation, CV) via the [Graduate Institute of International and Development Studies](#) portal until **September 6, 2019**.