



GOA INSTITUTE OF MANAGEMENT
SANQUELIM, PORIEM, SATTARI, GOA 403505
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Job description of Administrative Assistant

Assist teaching faculty members in the administration and monitoring of academic courses. The Administrative Assistant will work with colleagues and students from diverse backgrounds, age groups, and interests. She/he will be proficient in using MS Office, internet, e-mail, and other digital applications, Will report to a faculty member at the level of Assistant, Associate Professor or Professor.

Responsibilities:

- Maintains confidential records, files, student feedback, mark sheets and grades.
- Operates personal computer to compose correspondence, reports, and/or Letters .
- Provides administrative support for the faculty member(s) such as answering telephones, directing visitors, routing mail, and answering inquiries.
- Maintains faculty databases, researches information, compiles statistics, and gathers and computes various data; prepares special reports, summaries, and/or replies to inquiries.
- Leads and guides the work of lower level staff, and supervises students as appropriate; may participate in hiring decisions and performance appraisal.
- Performs miscellaneous job-related duties as assigned.
- Provide ready access to all relevant information and data to faculty researcher
- Prepare, maintain and update website materials
- Review and edit data to ensure completeness and accuracy of information
- Assist with preparation of all educational, training workshops and management development programme
- Reserve classrooms and set up equipment
- Interface with the Library, IT and other departments
- Invigilate quizzes and examinations and assist faculty member in the assessment of student knowledge
- Collect assignments from students