



# ST JOSEPH'S UNIVERSITY

ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

## STAFF RECRUITMENT 2022

St Joseph's University invites applications for the following non-teaching posts:

### OFFICE ASSISTANT, INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Qualification:** A Graduate or Postgraduate Degree in any discipline

**Requirements:** The candidate must have secretarial practice, strong communication skills in English and Kannada, both written and spoken, good typing skills in English and Kannada with proficiency in Microsoft Office Suite (Word, Excel...)

#### Job Description:

1. Providing secretarial assistance and administrative support to the IQAC Director.
2. Convening meetings, documentation and follow-up.
3. Data compilation, analysis and submission of compiled data for various rankings of the University.
4. Writing reports and articles for the IQAC newsletter.
5. Coordinating with various stakeholders of the University.
6. Timely disbursement of data to the authorities of the University based on request.

### LIBRARY ASSISTANT

**Qualification:** Master of Library and Information Science (MLISc) with PGDLAN/PGDCA with Basic Computer Operations is desirable

**Requirements:** 0 to 2 years of experience in any reputed academic institutions with basic communication skills in English and Kannada.

Interested candidates for the above non-teaching posts should fill out the Google Form (link provided below) and upload their CV and a Cover Letter as attachments to the form. The Google Form should be submitted on or before **Saturday, 17<sup>th</sup> September 2022**.

Google Form link: <https://forms.gle/EZ8mZV7pp2s3QYuZA>

**NOTE: All candidates are expected to join immediately after the final selection.**

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