

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: Program Associate
Department: Strathmore Law School
Reporting to: Program Manager- Graduate Programs

Basic job summary:

The Program Associate is the primary contact for executive program students and lecturers, ensuring exceptional support and contributing to program success. S/he will be responsible for diverse administrative tasks, marketing, and student engagement to ensure a positive student experience.

Duties & Responsibilities:

- Provide proactive administrative support to postgraduate students and program participants throughout all stages of their learning experience.
- Schedule student defenses (concept notes, proposals, thesis) and take minutes during the defense sessions.
- Generate the school course timetable and circulate the timetable to lecturers and students. This will also involve making changes to the timetable during the modules where necessary.
- Facilitate the course evaluation process by generating the course evaluation, supervising the evaluation process, analyzing the data collected and providing a report of the analysis to the Post Graduate Academic Director.
- Coordinate the orientation process of new postgraduate students through course registration and uploading of learning materials in the e-learning platform.
- Establish, maintain, and use clear and effective means of communication with staff and students, i.e., email distribution lists, notice boards and web pages.
- Prepare induction events and prepare information packs for incoming students.
- Upload examination results to the Academic Management System within the required.

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- Collaborate with the communication department to prepare marketing materials and actively participate in marketing initiatives through various platforms, such as social media and events.
- Ensure all program forms and information packs are up to date and readily available for use by students and staff.
- Create and maintain accurate student records in both paper and electronic formats.

Minimum Academic Qualifications:

- A minimum of a bachelor's degree in a business-related course from a reputable University that is recognized by the Academic Council of Strathmore University.

Experience:

- At least two years of administration experience

Competencies and Attributes

- Operational Decision Making
- Customer Focus
- Passion for Results

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 ***“Program Associate”*** on the subject line to recruitment@strathmore.edu by **27th March 2024**.

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.

Ole Sangale Rd, Madaraka Estate P O Box 59857-00200 Nairobi, Kenya
Tel +254 (0)703 034000/200/300 Email hr@strathmore.edu
www.strathmore.edu



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Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.

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