

JOB OPPORTUNITY AT STRATHMORE UNIVERSITY

Job Title: School Associate Administrator
Department: Strathmore Institute of Mathematical Sciences
Reporting to: School Administrator

Basic job summary:

This position is responsible for providing support in the administration of school programs and acts as a link between the students, external parties, and the management of the School.

Duties & Responsibilities:

1. Serve as the first line of all inquiries from outside within the School by attending to visitors coming to the School and responding to general inquiries about the programs of the school, such as fees, intakes.
2. Administer student satisfaction /course evaluation surveys for each semester, summarize the feedback, and share it with the School's management.
3. Assist in debt collection by generating a debtors list from the Academic Management System and following up with the students who have arrears.
4. Receive and direct correspondence from parents and students to relevant officers in the University. This may include letters requesting special exams, an application for academic leave, program transfer.
5. Monitor class attendance and record absenteeism on a weekly basis by receiving the class attendance list from lecturers; compile the list of absentees and forward it to the administrators.

6. Ensure that registration and orientation of students are timely and responsive by preparing the orientation materials, registering students in AMS, and creating the lectures' e-learning platform.
7. Book classrooms in the timetabling system and allocate venues for classes and meetings.
8. Facilitate processing of lecturers' claim forms by receiving and documenting claim forms and submitting to the Faculty Administrator for approval before sending the claims to the finance department.
9. Issuing of clearance forms and gowns to students during graduation.

Minimum Academic Qualifications:

- A Bachelor's Degree in a business-related field

Experience:

- At least 1 year of experience working in an Administrative role

Competencies and Attributes

- Proficient computer skills,
- Strong organizational skills and attention to detail,
- Strong verbal and written communication skills,
- Excellent customer service and interpersonal skills,
- Ability to prioritize and multitask,
- Exhibit a positive and professional demeanour,
- Must have a positive attitude,
- Dependable with good work ethic.

PEOPLE & CULTURE ANNOUNCEMENT



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 “**School Associate Administrator**” on the subject line to recruitment@strathmore.edu by **3rd September 2025**.

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

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