

# FULL TIME & PART-TIME VACANCY



**DEADLINE : 19 JUNE 2015**

The Office of International Affairs, Universitas Gadjah Mada is seeking for the best candidates to fill the following position:

## **Officer for International Affairs (Full time)**

- Executing annual program of Office of International Affairs
- Arranging international visits: incoming international guest and outgoing university officials
- Collecting data and documents required related to the incoming and outgoing international visits
- Contacting partner university and institution related to the incoming and outgoing international visits
- Facilitating and arranging hospitality related to incoming international visit, coordinate with related Program Coordinator
- Escorting and coordinating hospitality, communicating and assisting with the staff for promotion and hospitality
- Maintaining MoU database
- Other duties assigned by Head and Deputy Head of Office of International Affairs

## **Program Coordinator for International Visit and Networking (Part time)**

- Arranging international visits: incoming international guest and outgoing university officials
- Collecting data and documents required related to the incoming and outgoing international visits
- Contacting partner university and institution related to the incoming and outgoing international visits
- Coordinating with the finance staff and university officials related to reported trip data for financial purposes
- Arranging and preparing travel documents, itinerary, agenda, and other supporting documents related to outgoing international visits: letter of assignment, SPPD, presentation/discussion/visit materials, visa, tickets, passport, accommodation, etc.
- Allocating travel expenses and per diem in accordance with destination country and long trips under coordination of the finance staff
- Collecting data on outgoing international visits and expenditure estimation with the finance staff
- Facilitating and arranging hospitality related to incoming international visit, coordinate with other related Program Coordinator
- Escorting and coordinating hospitality, communicating and assisting with the staff for promotion and hospitality

## **Program Coordinator for Hospitality (Part time)**

- Communicating and corresponding with external stake holders and partners related to international cooperation, via email or telephone
- Managing communication with international partners
- Managing communication with internal units in UGM related to international programs
- Initiating collaborative program with foreign universities, educational institutions, corporation, as well as international organizations
- Facilitating international events in UGM
- Managing visits related to cooperation: incoming international guests and outgoing university officials
- Preparing and facilitating official meetings with delegates from partner institutes (corresponding, arranging hospitality, making reports and documentation, publication)

## Requirements:

1. Male/Female, with special requirements:
  - a) Officer for International Affairs: Alumni of Undergraduate (S1), Universitas Gadjah Mada
  - b) PC for Hospitality must meet ONE of this following criteria:  
3<sup>rd</sup> or Final Year Student from Undergraduate/Vocational College, Universitas Gadjah Mada; or alumni
  - c) PC for International Visitation and Networking must meet ONE of this following criteria:  
3<sup>rd</sup> or Final Year Student from Undergraduate/Vocational College, Universitas Gadjah Mada; or alumni
2. For Part Time Position: Willing to work part time (20 hours in a week)
3. GPA > 3.00 (academic transcript attached);
4. Having excellent English, other foreign language is an advantage (certificate attached);
5. Having international exposure experiences (Student Exchange, International Programs, etc.) is preferred (certificate attached)
6. CV with photograph (4×6 size);
7. Short essay (one page) to share your motivations;
8. Polite, highly committed, hard worker and able to work in a team;

Please submit your application (academic transcript, certificates, CV, and essay) no later than 19<sup>th</sup> of June 2015 via email: [head-oia@ugm.ac.id](mailto:head-oia@ugm.ac.id)  
with subject **[OIA Recruitment 2015] Full Name \_ Desired Position**

If you are invited for the next phase of selection (interview) please bring documents with you (transcript, certificates, etc.).

Only shortlisted candidates will be notified.