### General Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Academic Support Officer</th>
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<tbody>
<tr>
<td>Name of Department:</td>
<td>Doctoral Department and Global Center of Peace Innovation</td>
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<td>Supervisor of the Position:</td>
<td>Doctoral Programme Coordinator and Director of the Global Center of Peace Innovation</td>
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<td>Location of Position:</td>
<td>UPEACE Headquarters (El Rodeo, San José, Costa Rica)</td>
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<td>Length of appointment:</td>
<td>Indefinite</td>
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For a detailed description of the courses and more information about our academic programmes please visit: [http://www.upeace.org/academic](http://www.upeace.org/academic)

### Statement of Qualifications

#### Essential Qualifications for the Position:
- Bachelor’s Degree in a field related to academic activities or equivalent work experience
- 1+ years of professional work experience in a similar institution (higher education, international organization, or NGO)
- Administrative experience
- Excellent writing and grammar skills in both English and Spanish
- Master’s degree in the field of technology and innovation is desirable
- Knowledge of Mandarin is desirable

#### Knowledge
- Use of basic office software (Microsoft Office Word, Excel, Outlook, PowerPoint)
- Knowledge of platforms such as Moodle and other common online communication applications (Zoom, Teams, Google Meet)
- Budget and project management
- Knowledge of cloud services and shared documents (Microsoft)
- Knowledge of current international affairs

#### Abilities and Skills
- Ability to work in a diverse and multicultural environment
- Ability to keep records updated and organized
- Conflict management skills
- Communication skills
- Ability to anticipate students’ needs and proactivity in addressing them
- Skills for developing and implementing academic projects (i.e., conferences, webinars, publications)
### Personal Suitability
- Dynamism, versatility and creativity, people skills, effective interpersonal relations
- Tolerance for cultural differences and gender sensitivity are essential
- Respect for UPEACE values and ethics
- The job requires dealing with students, resident and visiting faculty, and the management staff of the University, as well as with numerous guests and visitors with a diverse international character
- Willingness to combine administrative tasks with providing support to all departmental activities

### Job Description

#### General Responsibilities for the Position:
- Support administrative and academic tasks related to the Doctoral Programme and the Global Center of Peace Innovation

#### Specific Responsibilities for the Position:
- Make logistical and administrative arrangements for the department, in coordination with the relevant administrative departments
- Contribute to the preparation of proposals for financing, as well as reports and other dissemination materials
- Organize and implement joint activities with other UPEACE units or departments
- Contribute to the preparation of academic materials, including managing online resources (i.e., Moodle)
- Contribute to the academic monitoring of doctoral students
- Perform administrative tasks related to the Distance Education Programme

### Salary offer will be USD 1,200.00 per month

Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and (3) contact information for three references. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to the following e-mail only: jobshr@upeace.org. Please refer to Position #6400 in the subject line. The period for the submission of application materials ends on August 19, 2023. At the end of the application period, the selection board will review all applications and contact only those candidates who will continue to the next phase of the selection process. These shortlisted applicants will be contacted before August 30, 2023.