

VACANCY ANNOUNCEMENT AT GMIT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 09/07/2025

Closing Date: 09/08/2025

Expected starting date: 08/2025

Salary: Salary is commensurate with education and experience.

Established in 2013, German- Mongolian Institute for Resources and Technology (GMIT) is the youngest state university in Mongolia, and the first university-based on bilateral governmental cooperation. The founding of GMIT was jointly initiated by Mongolian and the German Federal Government continues to support the development of the university.

ASSISTANT TO STUDENT AFFAIRS

Responsibilities:

- Assist students with relevant academic matters.
- Plan and organize student events and activities to support their adjustment to campus life.
- Conduct tasks related to admissions, financial aid, student loans, scholarships, housing, and recreational and cultural activities.
- Facilitate communication to help resolve issues affecting students.
- Perform other related duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Bachelor's degree in Social or Natural Sciences.
- Two or more years of experience in college or university, preferably in an academic or student service role.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint, etc.).
- Strong reporting and documentation skills.
- Sufficient in both written and spoken Mongolian and English.
- Strong interpersonal communication, and organizational skills.

Required documents:

- An application letter
- An up-to-date Curriculum Vitae
- Copies of diploma and relevant certificates
- Two letters of reference documenting past work

How to apply:

All documents must be submitted in English or in Mongolian language in a PDF soft copy to the email address recruitment@gmit.edu.mn

Website: www.gmit.edu.mn

For any inquiries related to the call, please contact HR Department via email or at (+976) 7023-2090.

Only shortlisted applicants will be invited for an interview.