

VACANCY ANNOUNCEMENT AT GMT

Job Location: Nalaikh district, Ulaanbaatar, Mongolia

Posting Date: 06/02/2025

Closing Date: 06/08/2025

Expected starting date: 06/2025

Salary: Salary is commensurate with education and experience.

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

ASSISTANT TO ACADEMIC AFFAIRS

(Temporary position)

The responsibilities of this position are:

- Coordinate and implement academic programs, including class scheduling and system operations (HEMIS, LMS).
- Support students and faculty on academic matters, including course registration (Drop/Add, Pass/Fail, Withdraw), complaints, and policy inquiries.
- Monitor student progression and manage academic records such as class lists, grade sheets, and exam regulations.
- Respond to academic-related inquiries from students, faculty, parents, and external stakeholders.

Minimum qualifications (knowledge, skills, and abilities):

- Bachelor's Degree in Natural and Social Sciences in relation to Academic Affairs;
- Two or more years of experience in college or university, preferably as academic personnel
- Strong interpersonal, written, and verbal communication skills;
- Proficiency in Microsoft Office, especially **advanced Excel functions** (e.g., pivot tables, VLOOKUP/XLOOKUP, data validation, conditional formatting, dashboards);
- Sufficient oral and written language skills in Mongolian and English.

Required documents:

- An application letter
- An up-to-date Curriculum Vitae
- Copies of the diploma and the relevant certificates
- Reference letter

How to apply:

All required documents must be submitted in English as PDF files to the following email address: recruitment@gmit.edu.mn

Web page: www.gmit.edu.mn

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

Only shortlisted applicants will be invited for an interview.