INTERNSHIP OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit interns in the School of Business;

JOB OBJECTIVE

This position is responsible for administrative operations of the faculty, client services and other stakeholder relationships.

DUTIES AND RESPONSIBILITIES

1) Record Management for the department; Ensuring that proper records relating to students and Academic staff is maintained at all times.
2) Welcoming all visitors to the office.
3) Facilitating the registration of students.
4) Receiving, allocating, distributing and dispatching of Faculty mail.
5) Maintaining lecturer's attendance register and report on the status of class attendance by lecturers and students to the Dean daily.
6) Handling all office correspondences, Email, WhatsApp groups etc.
7) Giving information on class room allocation.
8) Follow-up on student matters to ensure that student queries are resolved on time.
9) Participate in admission and matriculation processes of students as assigned.
10) Develop, maintain and update a database of all lecturers and students of the SOB in their respective programmes.
11) Ensure that lecturers issue detailed course outlines and maintaining a copy of the same in electronic form.

POSITION REQUIREMENTS

- Candidate must be a citizen of Kenya.
- Bachelor's Degree from a recognized university;
- Experience with Microsoft Office Suite
- Experience with Google Workspace
- Ability to use web–based applications
- Excellent communication and interpersonal skills
- Excellent time management skills.
- Client orientation

How to Apply

Interested candidates who meet the above requirements should submit an application letter, a detailed CV (include two referees), academic certificates, a clear copy of your Kenya National ID and iTax certificate via email to hrjobs@kca.ac.ke by **7th February 2022.**

The subject of your email should read: INTERNSHIP – SCHOOL OF BUSINESS.

Only shortlisted candidates will be contacted

Head of Human Resources,
KCA University,
P.o. Box 56808-00200,
Nairobi, Kenya
Website: www.kca.ac.ke