



FULL TIME Director of Student Operations

Job Summary:

The Director of Student Operations is responsible for the overall functioning and performance of the Department of Student Operations, providing day-to-day leadership and direction with respect to policies, practices, systems and operations in Student Recruitment, Student Services, Hostel, Campus Life, Alumni Relations.

Person Specification:

- Master's Degree of higher qualification.
- Matured Christian who has served in youth ministries.
- Minimum 5 years demonstrated administrative experience, or equivalent combination of formal education and relevant work experience in an academic environment.
- Excellent interpersonal, written, presentation and oral communication skills.
- Ability to establish priorities, organise, schedule and solve problems and tasks.
- Outstanding leadership.
- Approachable and people oriented.

If you are keen to apply, please email a copy of your updated CV with a recent photo attached to mpi@pilley.edu.my