Academic Assistant

Department of Food Science and Technology

Zamorano University

www.zamorano.edu

Roles and Responsibilities

- Plan and coordinate the department's academic activities, including meetings, seminars, workshops, technical visits, and educational institutional events.
- Organize and support the delivery of classes and laboratory sessions, working closely with faculty and instructors to ensure academic goals are met.
- Keep the academic portal up to date by entering and verifying information on schedules, courses, assessments, and other relevant data for students and faculty.
- Coordinate academic evaluations (regular courses, make-up activities, and others) according to the institutional calendar and prepare the required reports.
- Manage the use of physical spaces and academic resources (classrooms, laboratories, audiovisual equipment), ensuring their availability and proper functioning for teaching activities.
- Draft and distribute academic documents, including minutes, memos, reports, official letters, and correspondence related to educational processes.
- Coordinate complementary academic programs such as plant visits, educational tours, entrepreneurship programs, and the Student Career Pathway.
- Collaborate with the Department Head and Academic Coordinators in planning and executing the internship process, including student monitoring and support.
- Coordinate Graduation Project (PEG) presentations, including scheduling, virtual links, and deliverable reviews with the responsible coordinators.
- Support the execution of virtual and remote academic activities, providing basic technical assistance to faculty and students on institutional platforms.
- Plan and manage the department's Academic Expo, including logistics, exhibitor outreach, and dissemination of results.

Requirements

- Bachelor's degree in Food Industry Engineering or a related field
- Minimum of two (2) years of relevant professional experience

Specialized Knowledge

- Proficiency in computer use and Microsoft Office Suite
- Internet navigation skills
- Experience in formal document drafting: reports, memos, minutes, and institutional correspondence
- Accuracy in handling academic documents and information
- Advanced English: able to understand a wide range of demanding, longer texts, recognize implicit meaning, and express ideas clearly with minimal effort in finding the right words

Key Competencies
- Commitment
- Quality orientation
- Innovation
- Integrity
- Service mindset
- Emotional intelligence
- Communication skills
- Mentoring ability
- Pedagogical management

Application Process
Interested candidates should submit a cover letter, an updated resume in Word or PDF format, and contact information for at least three (3) professional references, including phone numbers and email addresses. Send all documents to: talentohumano@zamorano.edu

Subject line: **Academic Assistant**

Application deadline: **August 30, 2025**

Non-discrimination Policy
Zamorano University is committed to a policy of non-discrimination and does not discriminate based on ethnicity, race, religion, gender, or nationality in any aspect of its academic, admissions, financial aid, extracurricular, or employment programs.