

# **JOB OPPORTUNITY**

## **One (1) Project Staff (Academic Support Staff)**

### **QUALIFICATIONS:**

- At least a Bachelor's degree graduate of Communication Arts or Development Communication
- Good oral and written communication skills in English
- Research experience
- Has knowledge on Office applications (Publisher), Adobe Acrobat and Photoshop
- Can work independently with minimum supervision
- Has project management skills
- Must be active, energetic, and can do multi-tasking

The hired applicant will be assigned in the Dean's faculty office.

**Interested parties should submit the following on or before 10 January 2022 at Faculty of Education, IMDPO Building, UPOU Headquarters, Los Baños, Laguna or email at [lorelee.mones@upou.edu.ph](mailto:lorelee.mones@upou.edu.ph) :**

- 1. Letter of application addressed to Dean Ricardo T. Bagarinao**
- 2. Curriculum vitae**
- 3. Valid transcript of records**