



UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in administrative position:

CAREER AFFAIRS AND ALUMNI OFFICER

The mission of the Career Affairs and Alumni office is to provide students and graduates (Alumni) with guidance and resources that can help them plan future careers in an increasingly competitive job market. The Career Affairs and Alumni Officer provides orientation, support and counselling to all students and alumni towards job market or for continuing their studies, inland or abroad by providing opportunities for career networking, lifelong learning and enhancement of access in the global job market and competition.

Responsibilities:

- Responsible for organizing, implementing and supervising the work for career advising and services provided to all students at the university.
- Responsible for organizing, implementing and running the career activities as career weeks, regular contacts with companies and institutions, a database, regular announcements, public relations to promote cooperation between university and companies / institutions.
- Responsible for organizing, implementing and running training program to staff and students in a regular basis to promote organizational culture and mission as well as to facilitate student life at UNYT (orientation program, transition program, university's policies, etc.).
- Responsible for assessing the program and reporting regularly on the activities organized to UNYT's supervisors.
- Responsible to connect diverse alumni and students through communications by e-mail, letters, cards, activities (once per year), special programs and services.

Key Qualifications:

- Minimum bachelor's degree is required.
- Degrees in areas such as social science, business and marketing will be advantageous.
- Professional qualifications in the areas of administration and marketing are desirable.
- Experience of university administration or marketing duties is beneficial.
- Experience of operating events is essential.
- Excellent written and verbal communication skills in English language.
- Fluency in English language, knowledge in Turkish language is an advantage.
- Strong organizational skills.
- Multi-tasker with a strong work ethic.

Deadline for Applications: 01 February 2026

For more information, we invite all interested candidates to visit our website www.unyt.edu.al (job vacancies section)

Application:

Qualified candidates are kindly requested to submit application through our website <https://unytold.unyt.edu.al/index.php/job-vacancies-work-with-us/#adm-pos/> or hr@unyt.edu.al the following;

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae in English language;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references

IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL** candidates will have feedback from the Human Resources office.