



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:

QUALITY ASSURANCE SPECIALIST IN HIGHER EDUCATION

The Quality Assurance Specialist is responsible for:

- Coordinating and administering the student evaluation process, including the preparation, distribution, collection, and processing of student evaluation forms.
- Supporting the implementation of institutional quality assurance policies, procedures, and standards.
- Collecting, organizing, and maintaining documentation and data related to academic and administrative quality.
- Assisting the preparation of annual and periodic quality assurance reports.
- Assisting academic units in self-evaluation processes and in documenting their academic and administrative activities.
- Preparing background materials, documentation, and records for meetings of internal quality assurance bodies.
- Cooperating with academic and administrative units to identify areas for improvement and promote good practices.
- Supporting the proper filing, archiving, and management of quality assurance documentation like syllabuses or student certificates.
- Providing information and clarification to internal stakeholders regarding quality assurance procedures and requirements.
- Assisting in coordination and communication related to quality assurance matters within the institution

Key Qualifications:

- Bachelor's degree in the social sciences field;
- Previous experience 2-5 years in University ;
- Strong organizational skills and attention to details;
- Effective communication skills in English, both written and verbal;
- Ability to work collaboratively with academic and administrative staff;
- Proficiency in standard office software and document management tools;
- Commitment to professional development and continuous learning in the area of quality assurance.

Deadline for Applications: 10 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.