



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:

## FACULTY OFFICER

The Faculty Officer provides administrative and operational support for the faculty located at the university's secondary campus. The role serves as a key liaison between the students, academic staff at the faculty and the central administrative offices (such as Students Affairs Office, HR, Registrar, and other administrative units).

The position also oversees the day-to-day organization and basic management of the campus library, ensuring that academic staff and students have appropriate access to learning resources.

### Responsibilities:

- Act as the main point of contact for addressing student inquiries and support needs.
- Facilitate communication and coordination between faculty members, students and administrative units such as Student Affairs Office, HR, Finance, and Registrar Office.
- Provide guidance and basic administrative support to students regarding university procedures and services.
- Support students in accessing campus resources, including library materials and study facilities.
- Oversee the daily functioning of the campus library, ensuring it is organized and accessible to students and staff.
- Monitor the use of library resources and maintain an updated inventory of books and materials.
- Assist students and staff in accessing library resources and provide basic guidance on library procedures.
- Support general administrative tasks that facilitate the smooth functioning of the faculty at the campus.

### Key Qualifications:

- Bachelor's degree in Administration, Education, Management, or a related field.
- Previous experience in administrative support, academic administration, or office coordination is preferred.
- Strong organizational and communication skills.
- Ability to manage multiple tasks and work independently.
- Fluency in English language.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).

### Deadline for Applications: 24 March 2026

*For more information, we invite all interested candidates to visit our website [www.unyt.edu.al](http://www.unyt.edu.al) (job vacancies section)*

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### 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](mailto: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.