



# University for Peace



General Description	
Position Title:	Administrative Support Officer
Contract Type	Full-time, on site
Department Name:	Office of the Vice Rector
Position Supervisor:	Academic Coordinator, Doctoral Programme
Location:	UPEACE Headquarters (San Jose, Costa Rica)
Length of appointment:	May 2026 – May 2027
<b>About the University for Peace</b> For a detailed description of the courses and more information about our academic programmes, please visit: <a href="http://www.upeace.org/academic">http://www.upeace.org/academic</a>	
Statement of Qualifications	
Essential Qualifications for the Position:	<p>We're seeking a detail-oriented and proactive professional who brings both strong administrative experience and excellent communication skills.</p> <p>You might be a great fit if you have:</p> <ul style="list-style-type: none"><li>• A <b>technical degree in business administration</b> or a related field, or equivalent professional experience</li><li>• At least <b>2 years of experience</b> in an administrative or similar role, ideally within higher education, an international organization, or an NGO working in peacebuilding</li><li>• Strong <b>organizational skills</b> and the ability to manage administrative processes effectively</li><li>• Excellent writing and grammar skills in <b>English</b></li><li>• Working knowledge of Spanish is an asset</li></ul>
Knowledge	<p>We're looking for someone comfortable working across digital tools and administrative systems, with an interest in global issues.</p> <p>You'll bring:</p> <ul style="list-style-type: none"><li>• Proficiency in core office tools, including Microsoft Word, Excel, Outlook, and PowerPoint</li></ul>



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	<ul style="list-style-type: none"><li>• Experience using virtual learning environments such as Moodle, and online collaboration platforms like Zoom, Microsoft Teams, and Google Meet</li><li>• Ability to support budget tracking and contribute to project coordination and management</li><li>• Familiarity with cloud-based tools and shared document systems, particularly within the Microsoft ecosystem</li><li>• A strong interest in current international affairs and global issues</li></ul>
Abilities and Skills	<p>We're looking for someone who is organized, proactive, and comfortable working in a dynamic, multicultural environment.</p> <p>You will demonstrate:</p> <ul style="list-style-type: none"><li>• The ability to work effectively in diverse and multicultural settings</li><li>• Strong organizational skills, with attention to detail and the ability to maintain accurate, up-to-date records</li><li>• Sound judgment in conflict resolution and problem-solving</li><li>• Clear and professional communication skills</li><li>• A proactive approach, with the ability to anticipate and respond to students' needs</li><li>• Experience supporting or coordinating academic initiatives such as conferences, webinars, or publications</li></ul>
Personal Suitability	<p>This role requires someone who is adaptable, collaborative, and comfortable working in a highly international academic environment.</p> <p>You will bring:</p> <ul style="list-style-type: none"><li>• A dynamic and versatile approach, with creativity and strong interpersonal skills</li><li>• The ability to build positive working relationships across diverse teams and cultures</li></ul>



	<ul style="list-style-type: none"><li>• Cultural sensitivity, respect for diversity, and a gender-aware approach in all interactions</li><li>• Alignment with the values and ethical principles of UPEACE</li><li>• Comfort engaging with a wide range of stakeholders, including students, faculty, staff, and international visitors</li><li>• A flexible mindset, with the willingness to balance administrative responsibilities while supporting broader departmental activities</li></ul>
<b>Job Description</b>	
General Responsibilities for the Position:	<p>In this role, you will support the day-to-day functioning and coordination of the Doctoral Programme and its partnership with The Nippon Foundation.</p> <p>Your responsibilities will include:</p> <ul style="list-style-type: none"><li>• Coordinating administrative processes related to the Doctoral Programme and activities linked to The Nippon Foundation</li><li>• Providing ongoing support to the Academic Coordinator, Programme Coordinator, and Financial Officer across academic and operational tasks</li><li>• Managing departmental administration, ensuring smooth internal processes and effective organization of information and workflows</li></ul>
Specific Responsibilities for the Position:	<p>You will play an active role in supporting the coordination and delivery of the Nippon Foundation Doctoral Programme, contributing to both its academic and operational components.</p> <p>Your responsibilities will include:</p> <ul style="list-style-type: none"><li>• Coordinating logistical and administrative arrangements for the programme, working closely with relevant administrative units</li></ul>



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- Supporting the preparation of funding proposals, reports, and communication or dissemination materials
- Organizing and implementing joint activities in collaboration with other UPEACE departments and units
- Assisting in the preparation and organization of academic materials, including the management of online learning platforms such as Moodle
- Contributing to the academic follow-up and monitoring of doctoral students throughout the programme

**Salary offer will be in the range of US\$1,000.00 and US\$1,200.00 per month**

The University for Peace offers 20 days of paid vacation per year, medical and psychological services on campus, and daily transportation for its staff to and from San José.

Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and (3) contact information for three references. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to [jobshr@upeace.org](mailto:jobshr@upeace.org); please refer to **Position #8200** in the subject.

Preference will be given to candidates from Asia, or to candidates with demonstrated cultural knowledge of and professional experience working in the region.

The period for the submission of application materials ends on **25 May 2026** at midnight local time (GMT +6).

The selection board will review all applications and contact only those candidates who will continue to the next phase of the selection process.

These shortlisted applicants will be contacted by **1 June 2026**.