

Academic Support and Liaison Officer (maternity cover)

	Published:	14.10.2026 13:55:00
Deadline:	29.10.2026 23:59:59	remained 8 days
Salary:	According to the	interview results
Location:	Naryn	
Type of involvement:	full time	
Schedule:	from 8:30 to 17:30	



University of Central Asia

Address

125/1 Toktogul Street, Bishkek

Web

<http://www.ucentralasia.org>

Information

Common information

Purpose of the Role

The Academic Support Officer provides coordination and support for key academic processes while serving as an important link between students, faculty, and administrative units. The role includes academic process coordination, ensuring that academic procedures such as course registration, scheduling, and academic progression are implemented effectively and in accordance with institutional policies. The position also focuses on student academic support, assisting students with academic inquiries, guiding them through academic requirements, and connecting them with appropriate resources. In addition, the officer facilitates liaison and coordination among faculty members, academic departments, and student services to ensure clear communication and smooth implementation of academic activities. The role contributes to events and community engagement by helping organize academic events, workshops, and student-focused activities that enhance the academic environment and sense of community. Finally, the position provides data and academic records support, assisting with the maintenance and organization of academic data, documentation, and reporting to support informed decision-making and efficient academic administration. This is a temporary position for the replacement of the main employee during the maternity leave.

Why Join UCA?

- **Impactful Teaching and Research:** Contribute to an academic institution that is dedicated to fostering innovation and development in Central Asia and beyond.
- **Collaboration and Growth:** Be part of a diverse, interdisciplinary academic environment, with opportunities for collaboration and research across multiple fields of societal relevance.
- **Regional Leadership:** Lead the development of innovative solutions to regional challenges in climate adaptation, sustainable development, technology, data science, and digital policy.

Support for Female Scholars: UCA is deeply committed to supporting all scholars in all fields, providing opportunities to further advance gender equity in academia

Qualification requirements

Qualifications and Skills:

- Graduating student/graduate in a related field of office administration/management;
- Excellent customer service skills, with an attitude to learn and improve skills;
- Good team player with the ability to build effective working relationships with colleagues;
- Professional familiarity with Central Asian territory education landscape would be an asset;
- A demonstrated ability to work in a multicultural environment, and establish harmonious and effective working relationships with senior academics and faculty;
- Experience of handling sensitive information, using discretion and confidentiality;
- Ability to manage multiple tasks successfully;
- Ability to work independently and under pressure;
- Demonstrate a high level of energy, enthusiasm, initiative, motivation and commitment;
- Proficiency in Microsoft Word, Excel, Outlook, Power Point and Internet/Intranet;
- Knowledge/familiarity with SAP ERP system would be an asset.
- Advanced English, Russian and Kyrgyz

Duties

Main Duties and Responsibilities

1. Academic Process Coordination

- Support the implementation of academic policies, procedures, and deadlines within the School.
- Coordinate academic processes related to course registration, assessments, and academic progress monitoring.
- Assist in preparing academic reports and documentation required by the School leadership.

2. Student Academic Support

- Serve as a point of contact for students regarding academic procedures and faculty communication.
- Assist in coordinating academic advising schedules and student consultations with faculty.
- Support the organization of student academic/educational activities such as seminars, research presentations, academic workshops, and field trips.

3. Liaison and Coordination

- Facilitate communication between the School, Registrar's Office, Student Life Affairs, and other university departments.
- Coordinate the dissemination of academic information, announcements, and deadlines to students and faculty.
- Support coordination of cross-departmental academic initiatives.

4. Events and Community Engagement

- Assist in organizing non-academic events and visits, and student academic events.
- Coordinate logistics for events involving students and external partners.

5. Data and Academic Records Support

- Assist in maintaining records related to academic activities, student participation, and programme coordination.
- Support preparation of internal reports related to academic performance and programme activities and translation of the necessary documents.

6. Quality Assurance and Compliance

- Assist with data collection and documentation for programme reviews and accreditation processes.

- Ensure compliance with university policies and procedures.
- Support monitoring of academic activities and reporting.

7. **SAP Contract Management**

- Process tickets and transactions in ERP/SAP on activities related to student and community outreach activities.
- Make corrections, re-submit the tickets and troubleshoot when necessary.

Reporting

- Reporting to Associate Dean (direct)
- Reporting to Head of AOO (dotted line)

Conditions

How to Apply:

Please submit your application (cover letter, CV and contact information of three references) on <https://tinyurl.com/4zrvr58x> by 29 October 2026.

Applications will be reviewed when received. Early applications are strongly encouraged.

Review other job vacancies at: <https://tinyurl.com/3yhe9wkt>

About company

The University of Central Asia (UCA) was founded in 2000 as a private, not for profit, secular university through an International Treaty signed by the Presidents of Kazakhstan, Kyrgyzstan and Tajikistan, and His Late Highness Prince Karim Aga Khan IV; ratified by their respective parliaments and registered with the United Nations. The Presidents are the Patrons of the University and His Highness Prince Rahim Aga Khan V is the Chancellor. UCA's mission is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognised standard of higher education and becoming a leading research university in the region and internationally. UCA brings with it the broader commitment and partnership of the Aga Khan Development Network. For more information: www.ucentralasia.org