

Announcement

St. Luke School of Medicine, Assumption University

Subject: Recruitment and Selection of Personnel for Appointment as Educational Scholars and Other Positions

St. Luke School of Medicine, Assumption University, wishes to announce the recruitment and selection of qualified individuals for appointment as **Educational Scholars and other positions** in the **St. Luke School of Medicine (International Program)**. The details are as follows:

Medical_Personnel_2025

1. Positions Available

1. Educational Scholar – 2 positions
2. Student Affairs Officer – 1 position
3. Human Resources Officer – 1 position
4. Accounting Officer – 1 position
5. Secretary and Quality Assurance Officer – 1 position

2. Qualifications and Position Requirements

Applicants must hold a **Bachelor's or Master's degree** in Education, Educational Administration, Humanities, Arts, Liberal Arts, Social Sciences, or related fields.

Candidates should have experience in educational management and an interest in **assessment and evaluation**.

(Those without experience must be willing to undergo training in **medical education**.)

3. Salary

Salary will be determined based on qualifications, knowledge, abilities, experience, and performance, in accordance with the criteria set by the Faculty of Medicine.

4. Application Submission

Interested applicants are requested to submit their **Curriculum Vitae (CV)** via email to: **hrm@au.edu**

5. Required Application Documents

1. CV with a **1-inch front-facing photograph** (no hat, no glasses), taken within the last 6 months
2. Copies of academic transcripts and degree certificates for Bachelor's and/or Master's degrees
3. Copy of household registration
4. Copy of national identification card
5. Letter of recommendation from an academic advisor, supervisor, or employer
6. English proficiency test results (if any), such as **TOEFL, IELTS, TOEIC, CU-TEP**, etc.