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OFFICE OF THE VICE-CHANCELLOR

JOB ADVERT

University of Kigali Vacancy Announcement: Remera Campus – Assistant to the Dean of Students

Position Overview:

The University of Kigali invites applications for the position of **Assistant to the Dean of Students** at the Remera Campus. This role is essential in supporting student affairs, enhancing student engagement, and promoting the University's academic programs across all campuses. The Assistant will serve as a frontline representative of the University, engaging with students, parents, partner institutions, and the wider community to effectively communicate the University's services, values, and opportunities.

The primary purpose of this position is to support campus-based student services, outreach, and student-related administrative functions that contribute to improved student experience and institutional visibility. The successful candidate will assist in coordinating student activities, addressing student concerns, supporting admissions-related inquiries, and participating in events in collaboration with relevant University offices.

This role requires a proactive, mature, and student-centered individual who demonstrates strong communication skills, initiative, and the ability to work both independently and as part of a team. The candidate must be able to interact professionally with diverse audiences, handle student claims with empathy and discipline, and maintain high standards of customer service.

Key Responsibilities:

- Support the planning and execution of student engagement activities and campus events.
- Assist in addressing and managing student concerns in coordination with the Dean of Students.
- Provide accurate information to students and prospective applicants regarding university programs and services.
- Participate in outreach initiatives, orientations, workshops, open days, and promotional activities.
- Prepare periodic reports related to student affairs, campus activities, and student engagement trends.
- Represent the University professionally during external visits, networking events, and student-related initiatives.
- Support administrative tasks, documentation, and reporting for the Office of the Dean of Students.
- Conduct basic market and competitor analysis to support recruitment and student engagement strategies.

Candidate Profile:

- Bachelor's degree in **Education** or **Sociology**.
 - Prior experience working with students, particularly in handling student claims or acting in a mentorship/animater role.
 - Demonstrated maturity, professionalism, and the ability to guide and support students as a parent-figure.
 - Strong communication and interpersonal skills. Ability to manage high volumes of inquiries efficiently and professionally.
 - Excellent organizational and multitasking abilities.
 - Proficiency in computer applications, including Microsoft Office Suite and email management.
 - Ability to maintain confidentiality and uphold high ethical standards.
- Application Requirements:**

Interested applicants should submit the following:

1. A cover letter highlighting relevant experience and motivation for the role.

2. A detailed and updated Curriculum Vitae (CV).
Certified copies of academic qualifications.
3. Names, email addresses, and phone numbers of three referees, with permission to contact them.

Submission Details:

Applications should be addressed to the **Vice Chancellor** and submitted via email to:
recruitment@uok.ac.rw

Deadline: No later than December 5, 2025
Please note that **hard-copy submissions will not be considered.**
Only shortlisted candidates will be contacted.


Prof. George Kimathi
Vice Chancellor, University of Kigali

