

JOB OPPORTUNITIES AT MAPS COLLEGE

POST: ASSISTANT COORDINATOR, STUDENT SUPPORT SERVICES

TIMING: EVENING SHIFT (3PM – 11PM)

The ideal candidate will be a proactive and organized individual who ensures the smooth operation of evening sessions by supporting students, lecturers, and administrative activities while maintaining a positive and professional campus environment.

SCOPE OF WORK:

- Serve as the Officer-in-Charge during evening sessions, ensuring all student support and administrative functions run smoothly.
- Maintain and update student data, files, and documents accurately.
- Receive and process student requests for official letters, ensuring the requests are handled accurately and prepared in a timely manner.
- Assist in facilitating the teaching and learning process by arranging classrooms, preparing necessary equipment, and managing printing and photocopying requirements.
- Oversee campus cleanliness and ensure the proper care, use, and monitoring of institute assets during duty hours.
- Attend to students, staff, lecturers, and visitors by providing assistance, addressing enquiries, and directing them to the appropriate person when necessary.
- Assist in preparing the monthly pay sheets for visiting lecturers, ensuring accurate compilation of relevant payment details.
- Support the Coordinator with Level 9 administrative tasks, including student records management, class coordination, and other academic administrative responsibilities.

REQUIREMENTS:

- Minimum A' Level qualification.
- Proficient in MS Office applications.
- Strong command of written and spoken Dhivehi and English.
- Excellent communication and teamwork skills.
- Prior experience in administration or a related field is an advantage.
- Self-motivated with a strong work ethic and results-oriented mindset.

REMUNERATION: MVR 11,000 – 13,000 per month (based on qualification and work experience)

TO APPLY: email your CVs and relevant documents to hr@maps.edu.mv.

CONTACT: 960 302-8170 for further clarification.

DEADLINE FOR APPLICATIONS: 5pm / 19 October 2026

Special Note: *Only short-listed candidates will be contacted for interviews.*

This position is open exclusively to Maldivians and Maldivian candidates currently based in the Maldives.

MAPS COLLEGE

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