



StPaul's  
theological college malaysia

# Administration and Operations Executive

## Roles and Responsibilities

- ① Assisting in the college admission and student recruitment process
- ② Handling and administration of student records
- ③ Assisting and managing event-related tasks of the college
- ④ Managing a year group of students
- ⑤ Liaising with external stakeholders of the college

If you have experience in administration within the academic world, and you are passionate about people, theology, and the growth of churches, this might be the role for you!

Previous experience of education or higher education desirable but not essential.

Come spend a Thursday for us to interview, to get to know you, and for you to experience life as a staff in SPTC.

To apply:  
If you are interested in this post, please email your resume and expected salary to

[asiapacificcareers@alpha.org](mailto:asiapacificcareers@alpha.org)

## About Us

We are a young, vibrant theological college in the centre of Kuala Lumpur. We are dedicated to helping Christians explore their faith deeply, by combining academic excellence, a focus on missional leadership and the flexibility to fit around busy lifestyles. We work within a spirit of generous orthodoxy, welcoming all kinds of Christians and denominations, working together to be effective in engaging in mission and evangelism.

For more about college, please visit [www.sptc.my](http://www.sptc.my)