Mapúa Institute of Technology is in need of highly qualified applicants for the following non-teaching positions:

NON-TEACHING POSITIONS:

PURCHASING DEPARTMENT

BUYER/PURCHASER
- Must be a graduate of Business Courses or any related degree
- At least one year of work experience in Purchasing or the same field
- Must have knowledge about Oracle System
- Excellent Computer Skills
- Good Communication Skills

ACCOUNTING DEPARTMENT

ACCOUNTING STAFF
- Must be a graduate of Accountancy or any related courses
- Exemplary communication and interpersonal skills
- Knowledgeable with MS Office applications
- Fresh Graduates are welcome to apply

LIBRARY DEPARTMENT

LIBRARIAN
- Must be a graduate of BS Library or Information Science
- Exemplary communication and interpersonal skills
- Knowledgeable with MS Office applications
- Preferably a Licensed Librarian
- With relevant working experience

CENTER FOR GUIDANCE & COUNSELING

GUIDANCE COUNSELOR
- Must be a graduate of BS Psychology major in Guidance & Counseling
- Exemplary communication and interpersonal skills
• Knowledgeable with MS Office applications
• Preferably a Registered Guidance Counselor
• With relevant working experience

CONTINUOUS QUALITY IMPROVEMENT OFFICE
TECHNICAL STAFF
• Preferably a graduate of Industrial Engineering
• At least a Bachelor's degree in any Business Course
• Knowledgeable about process audit
• Good communication skills both oral and written

CENTER FOR STUDENT ADVISING
CENTER FOR STUDENT ADVISING STAFF
• At least a Bachelor's Degree in Mathematics, Chemistry, Physics, Education/Teaching or equivalent
• Fresh graduates/Entry level applicants are encouraged to apply
• Exemplary communication and interpersonal skills
• Must have tutorial experience

DEVELOPMENT OFFICE FOR IT
SENIOR SOFTWARE DEVELOPER
• At least a Bachelor's Degree in Computer Engineering, Computer Science/Information Technology
• Basic knowledge and understanding of application coding methodologies, SDLC model, software development using database applications
• Basic knowledge on client/server, multi-tier and .Net Technology, VB6 and VB.NET development language
• Basic decision making and problem solving skills (i.e. debugging and testing) and experience with application projects
• Web services, component development, XML, Transact-SQL scripting and use of Crystal Reports
• Application integration with MS Office Integration
• Good in oral and written communication

TECHNICAL SUPPORT SUPERVISOR
• Supervise and monitor the activities, responsibilities and performance of the all staff belonging to the unit
• Identifies and coordinates with the Senior Deputy Director for ICT Research and Innovations the training needs of subordinates
• Promotes discipline and harmonious relations among staff and acts as adviser on problems and provide over-all supervision and delegates responsibilities to the staff
• Develop and maintain service level agreements with the various clients and ensure that these are met or exceeded
• Develop and maintain a feedback system on issues such as customer service, communication, and technical skills, in order to enhance the quality of support delivered
• Develop and maintain an escalation system that can properly address in a timely manner the technical problems of clients
• Coordinates timely repair of PC computer equipment covered by third-party vendor maintenance agreements
• Consolidate incident reports generated by the Desktop and End-User support personnel and archive these for future references
• In accordance with overall plans, integrate the annual plan of activities of the unit to the office and determine its budgetary requirements
• Prepare and administer the operational budget of the unit and ensure that the disbursement of funds conforms to the approved budget
• Monitor and approve the expenditures of the unit
Mapúa Institute of Technology is continuously accepting applications for teaching positions in the following programs:

**TEACHING POSITIONS:**

**ENGINEERING PROGRAM**
- Must be a graduate of either: Civil, Chemical, Electrical, Electronics, Industrial, Mechanical, Environmental and Sanitary Engineering
- Must be a licensed engineer
- Preferably a Masters Degree holder in a relevant course
- Exemplary communication skills
- Full–Time and Part–Time positions available

**COMPUTER ENGINEERING PROGRAM**
- Must be a Computer Engineering graduate
- Preferably a Masters Degree holder in a relevant course
- Exemplary communication skills
- Full–Time and Part–Time positions available

**INFORMATION TECHNOLOGY PROGRAM**
- Must be a graduate of Computer Science/Information Technology
- Preferably a Masters Degree holder in a relevant course
- Exemplary communication skills
- Full–Time and Part–Time positions available

**MATH AND PHYSICS SUBJECTS**
- Must be a graduate of either: Civil, Chemical, Electrical, Electronics, Mechanical, Environmental and Sanitary Engineering
- Must be a licensed engineer
- Preferably a Masters Degree holder in a relevant course
- Exemplary communication skills
- Full–Time and Part–Time positions available

**ENGLISH / FILIPINO / HUMANITIES / SOCIAL SCIENCES SUBJECTS**
- Must be a graduate of either: Psychology, Humanities, Philosophy, Political Science, Sociology, Linguistics/Languages or equivalent
Preferably a Masters Degree holder in a relevant course
With teaching experience
Exemplary communication skills
Preferably with industry experience (For English Instructor applicants)
Full–Time and Part–Time positions available

ARCHITECTURE AND INDUSTRIAL DESIGN PROGRAM
- Must be a graduate of Architecture or Industrial Design
- Preferably a Masters Degree holder in a relevant course
- Must be a Licensed Architect
- Exemplary communication skills
- Full–Time and Part–Time positions available

MULTIMEDIA ARTS & SCIENCES PROGRAM
- Must be a graduate of either: Multimedia Arts, Fine Arts, Visual Arts or equivalent
- With industry/ teaching experience
- Preferably a Masters Degree holder in a relevant course
- Exemplary communication skills
- Full–Time and Part–Time positions available

Interested applicants may submit their RESUME and TRANSCRIPT OF RECORDS to arjclado@mapua.edu.ph.

Attachments must not exceed 3MB.

For inquiries, please call 247–5000 local 1305/1306 or 301–0097 and look for Ms. Abby Rose Clado.