Mapúa Institute of Technology is in need of highly qualified applicants for the following non–teaching positions as of June 6, 2014:

**NON-TEACHING POSITIONS:**

**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

**SCHOOL OF AR–ID–BE**

**TECHNICAL ASSISTANT**
- Must be a graduate of any business or related course
- Must have knowledge about technical writing
- Exemplary communication and interpersonal skills
- With relevant working experience (Secretary to the Dean)

**DEPARTMENT OF PSYCHOLOGY**

**TECHNICAL ASSISTANT**
- Must be a graduate of any business or related course
- Must have knowledge about technical writing
- Exemplary communication and interpersonal skills
- With relevant working experience (Secretary to the Dean)

**CENTER FOR STUDENT ADVISING OFFICE**

**CENTER FOR STUDENT ADVISING STAFF**
- Must be a graduate of Secondary Education for Math, Physics, Chemistry or any related field
- Must have knowledge about technical writing
- Exemplary communication and interpersonal skills
- With relevant working experience
CONTINUOUS QUALITY IMPROVEMENT OFFICE
ISO STAFF
- Must be graduate of engineering course or any related field
- Exemplary communication and interpersonal skills
- Knowledgeable with MS Office applications
- With relevant working experience

LIBRARY DEPARTMENT
CHIEF KNOWLEDGE OFFICER
- Must be a graduate of Library & Information Science or any related field
- Must be master’s degree holder of Library & Information Science
- Licensed Librarian is required
- At least with three (3) to five (5) working experience as Chief Librarian
- The position is responsible for overseeing, upgrading and synergizing the library services and operations of Mapua Institute of Technology (MIT) and its subsidiaries, Malayan Colleges of Laguna (MCL) and Malayan High School of Science (MHSS).

LIBRARIAN – INTRAMUROS CAMPUS
- 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
CENTER FOR CONTINUING EDUCATION & SPECIAL COMPETENCIES

ACCOUNT COORDINATOR
- Must be a graduate of any engineering courses or any related field
- Exemplary communication and interpersonal skills
- Knowledgeable with MS Office applications
- With relevant working experience

NETWORK/SYSTEMS ENGINEER
- Must be a graduate of Computer Engineering, Computer Science, Information Technology or any related field
- Exemplary communication and interpersonal skills
- Finished MCSA Certification or its equivalent
- Basic knowledge in the installation, configuration and maintenance of various network services running in other platforms such as Linux and/or Unix
- Adept in the Networking and Network Infrastructure implementation on a medium to large scale enterprise
- With at least three (3) years working experience as a Junior Engineer

DEVELOPMENT OFFICE FOR IT
TECHNICAL ASSISTANT
- Must be a graduate of any business or related course
- Must have knowledge about technical writing
- Exemplary communication and interpersonal skills
- With relevant working experience (Secretary to the Head)

HELPDESK
- Graduate of Bachelor of Science in Information Technology or any related courses
- Adept in the installation, configuration and maintenance of various network services running under the Microsoft Windows infrastructure
- Good in analyzing and interpreting information
- Good oral and written communications skills
- Good interpersonal skills
NETWORK/SYSTEMS ENGINEER
- Must be a graduate of Computer Engineering, Computer Science, Information Technology, Information Management or any related field
- Exemplary communication and interpersonal skills
- Finished MCSA Certification or its equivalent
- Basic knowledge in the installation, configuration and maintenance of various network services running in other platforms such as Linux and/or Unix
- Adept in the Networking and Network Infrastructure implementation on a medium to large scale enterprise

SOFTWARE DEVELOPER
- Must be a graduate of Computer Engineering, Computer Science, Information Technology or any related field
- In-depth knowledge and understanding of application coding methodologies and the SDLC model
- Adept in software development using database applications, client/server, multi-tier and .Net technology, systems analysis, development, planning, and documentation methods and standards
- Strong interpersonal and analytical skills
- Good in oral and written communication
- With at least two (2) working experience as Software Developer

INSTITUTIONALIZED LABORATORY MANAGEMENT OFFICE
LABORATORY ASSISTANT
- Responsible for assisting in the daily operation of the Laboratory, safekeeping of all facilities, equipment, and supplies to insure proper use and maintenance to maximize their operation in all its classes
- Bachelor degree holder in Chemistry or related course
- Adept in laboratory equipment and operations
- At least six months to one year related working experience
CORPORATE COMMUNICATIONS OFFICE
COPYWRITER
  • Responsible for writing, editing, and proofreading all forms of communication intended for advertising, public relations, and web posting
  • Must be a graduate of Communication Arts, Business Communications, or Marketing or any related course
  • With at least two years to less than three years relevant work experience, with emphasis on copyediting, proofreading, developing, publishing, posting of marketing
  • Excellent Communication Skills

GRAPHIC ARTIST
  • Responsible for conceptualizing and developing graphic designs and layouts, as well as translating mental images of these into such designs and layouts, intended for the organization’s communications and marketing materials
  • Must be a graduate of Communication Arts, Business Communications, or Marketing or any related course
  • With at least two years to less than three years relevant work experience; with emphasis on graphic design and layout development, photography and photo-editing, and management of audio–video paraphernalia
  • Excellent Communication Skills

REGISTRAR’S OFFICE
REGISTRAR’S STAFF
  • Responsible for the accurate recording of data in students’ records
  • Must be a graduate of Business, Management or related course
  • With at least two years related working experience
  • Excellent Computer Skills
  • Excellent Communications Skills
  • Interpersonal and Records Management Skills
Mapúa Institute of Technology is continuously accepting applications for teaching positions in the following programs as of June 6, 2014:

**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 336–6097 and look for Ms. Abby Rose Clado.