



UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the following position:

ADMINISTRATIVE ASSISTANT

JOB SUMMARY

The Administrative Assistant shall provide technical and administrative assistance in the Office of the Dean for the progress, development, implementation, monitoring and review of the school's activities and programs. He/she works collaboratively with other members of the School of Business and Entrepreneurship (SoBE) to ensure quality customer care, a harmonious workspace and a high-performing work environment. This is a full-time position and the position holder may have to work outside the regular work week time. He or she reports to the Dean of the School of Business & Entrepreneurship.

DUTIES AND RESPONSIBILITIES

- Prepares all documents (academic, forms, requisitions, etc.) that must be validated, approved, submitted to or by the Office of the Dean.
- Assists in the coordination and management of all projects/activities managed or supervised by the Office of the Dean.
- Assists in the management of the Dean's calendar as well as the SoBE's calendar of events.
- Schedules meetings and coordinates meeting preparations inclusive of physical space, documents, online rooms, minutes, agenda, etc.
- Assists with data gathering, data entry, for SoBE initiatives.
- Communicates and engages with internal and external publics of the SoBE and university on behalf of the Office of the Dean.
- Receives, distributes, and responds to correspondence to and from the SoBE.
- Receives and responds to both electronic and telephonic communications for the Office of the Dean.
- Develops and maintains an efficient filing system on behalf of the Office of the Dean.
- Secures all documents relevant to the performance of the Office of the Dean and the SoBE (inclusive of templates, blank forms) physically and electronically.
- Monitors office inventory (inclusive of ordering, storing, securing, tracking, etc.)

- Supervises student workers attached to the Office of the Dean.
- Assists with handling students concerns (such as FAQs and redirection as needed) both in-person and electronically.
- Welcomes and assists all guests and visitors (inclusive of faculty, staff, and students) to the SoBE and Office of the Dean.
- Assists faculty and staff of the SoBE.
- Organizes and maintains the physical storage of SoBE supplies and paraphernalia.
- Develops ideas for improving the efficiency and functioning of the SoBE.
- Becomes knowledgeable of relevant university policies (with special attention on academic policies).
- Understands and utilizes university educational management systems (e.g., AEORION, E-learn, etc.)
- Performs any other related duties as assigned.

JOB SPECIFICATION

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- Bachelor's degree in Business Administration or related field from an accredited institution.
- Additional certification in office technologies or related administrative competencies would be an asset.
- At least three (3) to five (5) years relevant experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Great interpersonal skills as demonstrated by ease of working with all persons.
- Ability to manage emotions appropriately.
- Excellent organizing and time management skills (inclusive of being punctual).
- Ability to speak and write effectively.
- Ability to take initiative in tasks.
- High aptitude towards learning and growth (upskilling).
- Proficient in Microsoft Office Suite.
- Possesses an aptitude for coordinating activities.
- Knowledgeable in contemporary software/tools which lend to work efficiency (Zoom, Canva, Team tools, Google Suite, Social Media, Apps, etc.)
- Ability to be creative (design, recommend ideas, data solutions, etc.)
- Propensity towards critical thinking and problem-solving.
- Readily adaptable to change.
- Conscientious and thorough.
- Results oriented.
- Resourceful.

OTHER REQUIREMENTS

- Ability to work flexible hours.
- Willing to work independently as well as perform functions outside of physical office (as needed).
- Ability to drive would be an asset.
- Confidentiality, integrity, dependability, and conscientiousness.
- Appropriate, professional appearance and demeanor required.
- Committed to the sound spiritual, moral and ethical standards of the University of the Southern Caribbean.

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than **February 28, 2025.**

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.