



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

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

**UNIVERSITY REGISTRY**

**ADMINISTRATIVE ASSISTANT**

**JOB SUMMARY**

The Administrative Assistant is responsible providing administrative support to the University Registrar, implements office systems, procedures, and strategies for the efficient and effective operations of the University Registry, supports colleagues and clients through a variety of tasks related to organization and communication; and upholds the strategic pillars of the University. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The position holder fulfils a forty-hour workweek and may be required to work beyond the standard workweek hours and also work outside the normal work week occasionally. He or she reports to the Registrar.

**SCOPE OF ROLE**

Telephone and Digital Communications; Customer Service; Troubleshooting; Physical and Digital Record Management; Meeting Scheduling and Management; Reporting; Social Media Management; Content and Media Development; Events Planning; Student Support; Collaborating.

**DUTIES AND RESPONSIBILITIES**

The position of Administrative Assistant in the University Registry requires a variety of skills including basic administrative skills, technical skills, and events planning skills. The position requires the holder to perform the following tasks with professionalism and efficiency.

### ***Office Operations***

- Prepares and sends correspondence.
- Screens telephone calls and communicates messages.
- Monitors and manages the Registry's email account.
- Greets and attends to office visitors, such as, field questions, direct to relevant information or personnel.
- Maintains communication flow between faculty, staff and students.
- Receives, logs, sorts and distributes incoming mail; logs and distributes outgoing mail.
- Operates standard office equipment.
- Orders, inventory, maintains and distribute office supplies.
- Prepares requisitions for University Registry purchases and tracks requisitions.
- Maintains accurate hard copy and digital records of Registry data (filing system).
- Assists with the generation and preparation of reports as required by the Registrar (Excel, Microsoft Word and others).
- Prepares/maintains desk manual for office operations.
- Assists in the preparation of the departmental budget.
- Forwards documents for administrative approval to the relevant administrative offices
- Oversees the activities and compliance of student workers in accordance with the University work-study program.
- Facilitates the ordering of regalia the and rental process.
- Oversees the preparation and publication of the Honour lists and distribution of Honour Certificates.
- Assists with duties relating to graduation such as regalia distribution and graduation rehearsal.

### ***Technical Responsibilities***

- Creates media for meetings and other events: PowerPoint presentations, invitations, videos, and others.
- Digital publishing creation and editing: manuals, webpage content, and others
- Assists in the creation and maintenance of the Registry's social media: Facebook, LinkedIn, Instagram, and Twitter

### ***Meetings***

- Coordinates meetings (Registry and other) as assigned by the Registrar: generate links, secure room, send invitations, and other logistics.
- Sends reminders to meeting attendees.
- Takes and maintains minutes of departmental meetings.

### ***Events***

- Assists in planning and coordinating events for the University Registry.
- Makes travel and accommodation arrangements.

### ***Customer Service and Client Relationships*** (Administrators, Faculty, Students, and External Partners)

- Provides timely and relevant updates to stakeholders.

### ***Support***

- Provides administrative support to the Registrar.
- Manages calendars and appointments of the Registrar.
- Provides office management and administrative support to other units within the Registry.

### ***Ethos***

- Attends and participates in scheduled university meetings.
- Participates in team activities.
- Shares in the achievement of the strategic pillars of the organization.

### ***Innovation***

- Identifies and implements measures for improving office operations.
- Contributes to spiritual ethos and building community in the Registry and wider school population.

### ***Other***

Performs other assigned duties commensurate with the position.

## **QUALIFICATION AND EXPERIENCE**

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 equivalent from an accredited institution.
- Minimum of three (3) years' experience in a similar position or having worked under an academic department head or director for a similar period of time.
- Experience that demonstrates success in managing multiple priorities within a high level, fast paced environment.
- An Associate Degree or Certificate in Secretarial Studies will be an asset.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficiency in Microsoft Suite, including Word, Excel, PowerPoint and other applications.
- Proficiency in Google Suite, including Google Slides, Docs, Sheets, Meet, and Calendar.
- Knowledge of how to manage social media sites, such as Facebook and Instagram.
- Excellent interpersonal and written communication skills.
- Ability to manage multiple tasks simultaneously with practical prioritization in a fast-paced, deadline-oriented environment.
- Ability to work well in a team environment.
- Flexibility and adapt to changing circumstances.

## **OTHER REQUIREMENTS**

- Critical thinking
- Attention to detail
- Commitment to professional development
- Confidentiality, integrity, dependability, and conscientiousness
- Professional appearance and demeanour
- Committed to high moral, spiritual and ethical values of the Institution

*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**

Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)

Applications should be received no later than July 25, 2022

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