



# **UNIVERSITY of the SOUTHERN CARIBBEAN**

**Royal Road, Maracas, St. Joseph**

## **CAREER OPPORTUNITY**

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

### **ST. LUCIA SATELLITE SITE**

### **ADMINISTRATIVE ASSISTANT**

#### **JOB SUMMARY**

The **Administrative Assistant** provides administrative support to the Coordinator and assists faculty and staff. The position holder is responsible for confidential and time sensitive material. Must be familiar with a variety of the field's concepts, practices and procedures. Ability to communicate effectively via phone and email, ensuring that assigned duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of student worker(s). Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Participates in teamwork activities in the Satellite Site, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the Satellite Site and a high level of confidentiality. This is a full-time position and the position holder 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 Coordinator.

#### **DUTIES AND RESPONSIBILITIES**

- Provides administrative support to the Coordinator including organizing meetings and appointments.
- Provides assistance to faculty and staff.
- Greets and assists visitors/customers to the office and provides general support to customers; answers questions and attends to requests.
- Carries out duties which includes: filing, typing, copying, scanning and distribution of letters, memos, emails, course outlines, academic bulletin and other documents.
- Forwards documents for approval to the relevant administrative offices on the Main Campus, upon instruction.

- Assists in typing and preparing quizzes, examinations and other exam-related material.
- Organizes department meetings; takes minutes of meetings; and prepares minutes and agenda items.
- Receives, logs, sorts and distributes incoming mail; and logs and distributes outgoing mail.
- Organizes events and activities for the Satellite Site as directed by the Coordinator.
- Prepares requisitions for cheque payments; prepares vouchers for petty cash; prepares inter-department vouchers and other forms for orders and supplies on instruction from the Coordinator.
- Assists in preparing the course schedule.
- Answers and directs telephone calls.
- Manages the class attendance register system.
- Attends department meetings and other meetings as required.
- Assists with the Department's budget preparation.
- Assists with researching, creating and preparing reports and presentations.
- Assists in orientation of new faculty and freshmen orientation.
- Maintains a contact list of faculty and staff members.
- Maintains inventory of textbooks and reference material, office equipment, stationery and other supplies; and orders supplies to update inventories.
- Ensures proper functioning of office equipment by completing job requests for servicing; maintaining equipment inventories; and evaluating new equipment and techniques, in consultation with the Coordinator.
- Reports all IT issues, security and emergency matters to the Coordinator.
- Supervises the duties of the student worker(s) in the office.
- 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.
- A minimum of two years' experience in a similar position.
- Competency in MS applications including Word, Excel, Publisher, Power Point, Outlook and other relevant applications.
- Experience that demonstrates success in managing multiple priorities within a high level, fast-paced environment.
- Experience using computer for a variety of tasks.
- Experience working in a team.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent administrative and report writing skills.
- Strong organizational, interpersonal, and communication skills.
- Knowledge of rules of grammar and practices of document preparation.
- Knowledge of the University's class attendance system.
- Ability to multi-task while maintaining complex schedules and managing administrative support.
- Ability to operate office machines and other equipment.
- Ability to meet expected deadlines and schedules.
- Ability to use own initiative.
- Ability to function as an effective team member.

## OTHER REQUIREMENTS

- Critical thinking
- Attention to details
- Highly organized
- Excellent oral and written communication skills
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanor required
- Commitment to the high moral, spiritual and ethical values of the University

*Applications should include a Cover Letter, a detailed Curriculum Vitae, and 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](mailto:hr-recruitment@usc.edu.tt)

Applications should be received no later than August 06, 2025.

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