POSITION ANNOUNCEMENT

JOB TITLE	ADMINISTRATIVE ASSISTANT II
TYPE OF VACANCY	STAFF (FULL-TIME)
REPORTS TO	DEAN OF FACULTY – UB-NORTH
DEPARTMENT	OFFICE OF THE DEAN OF FACULTY, UB-NORTH

SUMMARY: Administrative Assistant II (AA-II) provides administrative support to the Dean of Faculty and performs routine clerical/administrative duties required for the smooth operation of the Department. The AA-II while interacting with stakeholders, will have the ability to maintain a high level of professionalism and confidentiality as well as remain adaptable, proactive, resourceful and efficient is crucial to this role. In addition, the successful candidate will have exceptional organizational skills, be able to multitask, exercise sound judgment and manage time-sensitive and confidential matters.

SPECIFIC DUTIES & RESPONSIBILITIES: The duties and responsibilities of the Administrative Assistant II include, but are not limited to the following:

- Manage the day to day operations of the Academic Affairs Office;
- Efficiently and securely manage all correspondences, and confidential files within the Academic Affairs Office
- As necessary, publish timely notices for meetings, prepare agendas and post important circulars and announcements to the various stakeholders
- Attend faculty meetings and keep minutes for distribution to relevant stakeholders;
- Make appointments and bookings for Academic Affairs and Faculty;
- Receive and screen visitors and telephone calls
- Manage inquiries to the department and respond and/or redirect appropriately
- Procure, secure and distribute all final exam scripts during the final exam period.
- Monitor the scheduling of external examinations
- Ensure that all academic department forms (course outlines, degree contracts, program forms, etc.) are current and readily accessible.
- Receive final grade packages from faculty. Deposit in the appropriate secure files.
- Coordinate the preparation and approval of adjunct faculty contracts and other overload contracts.
- Any other duties as assigned by the Dean of Faculty, Academic Affairs.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of office management systems and procedures;
- Working knowledge of office equipment, like printers and fax machines;
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;

- ➢ Strong organizational skills with the ability to multi-task;
- ➢ Confidential;
- ➢ Mature and self-motivated;
- ➢ Good analytical skills; able to anticipate and preempt potential issues;
- ➢ Excellent oral and written communication skills;
- ➢ Works collaboratively with other departments;
- ➢ Strong computer skills with specific competencies in MS Office Suite;
- ➢ Effective organizational planning, communication, and interpersonal skills;
- ➢ Establish and maintain effective working relationships with students, faculty, staff and the public;
- ➢ Support senior administration in executing university policies and strategies.

QUALIFICATIONS:

- ➢ Bachelor's Degree in a related field or equivalent and
- ➢ 4 years' experience at AS-1 Level

Email Information:
Interested applicants should send the following via email:
- ➢ A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- ➢ Current Curriculum Vitae/Résumé;
- ➢ At least three (3) names of or 3 written professional references;
- ➢ Evidence of educational accomplishments.
  Incomplete application packages will not be considered.

Emailing Address:

Email: hrapply@ub.edu.bs
Attention: Vice President, Human Resources
Subject: **Administrative Assistant II**

Date Published	**August 30, 2021**
Application End Date	**September 10, 2021**
Date to be Removed	**September 11, 2021**

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Administrative Assistant II.