



## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>ADMINISTRATIVE ASSISTANT I</b>
<b>TYPE OF VACANCY:</b>	<b>STAFF</b>
<b>REPORTS TO:</b>	<b>DIRECTOR, ALUMNI AFFAIRS</b>
<b>DEPARTMENT:</b>	<b>ALUMNI AFFAIRS</b>
<b>SUMMARY:</b>	
<p>This position provides assistance to the Head of Department.</p>	
<b>DUTIES AND RESPONSIBILITIES:</b>	
<p>The position of Administrative Assistant I is required to perform a variety of tasks including but not limited to the following:</p> <p>The duties of the Administrative Assistant I, include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Assist the Director and Assistant Director of Alumni Affairs with the overall day to day management of the office as well as matters arising from the UB Alumni Association;</li> <li>• Assist with the supervision of all support staff;</li> <li>• Assist with the planning of all Alumni Affairs and Alumni Association events. (e.g. Homecoming, Alumni Class Reunions, Alumni Mix &amp; Mingles, Alumni Leadership Series and Alumni Board Meetings etc.);</li> <li>• Attend meetings with the Director and Assistant Director of Alumni Affairs as invited. Keep notes of discussions held and decisions taken in such meetings for distribution to relevant persons;</li> <li>• Undertake research and/or follow-up activities and provide administrative support related to special projects as directed by the Director of Alumni Affairs;</li> <li>• Receive all mail and telephone calls to the office of the Director of Alumni Affairs and acts accordingly;</li> <li>• Keep and attend to the active "in" and "out" trays in the office of the Director of Alumni Affairs;</li> <li>• Maintain an accurate filing system as agreed by the University of The Bahamas;</li> <li>• Keep a record of the support staff's vacation, sick leave, absenteeism and casual leave;</li> <li>• Monitor and order supplies and equipment for the office;</li> <li>• Prepare correspondence and requisitions for approval by the Director of Alumni Affairs;</li> <li>• Assist in the co-ordination of the Fall and Spring phonathon activities;</li> <li>• Assist with the follow up of the Fall and Spring phonathon activities as directed by the Assistant Director of Alumni Affairs;</li> <li>• Prepare correspondence and mail for the Alumni Affairs Office;</li> <li>• Represent the administrative office on committees e.g. Filing, Secretaries and Support staff affairs.</li> </ul>	
<b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b>	
<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Word, Excel, Outlook and the Internet and Intranet;</li> <li>• Ability to communicate effectively both orally and in writing.</li> </ul>	



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**QUALIFICATIONS:**

- Bachelor's Degree or the equivalent with no work experience, or Associate Degree in relevant area with three (10) years work experience.

**SALARY GRADE:****AS-1****DATE PUBLISHED:****December 6, 2017****APPLICATION END DATE:****December 20, 2017****DATE TO BE REMOVED:****December 21, 2017**

**Requested Information: Interested applicants should submit the following electronically to the Human Resources Department via the email address below:**

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form ([www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf](http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf))
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) written, professional references.

**Email Address:****[hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)****Attn: Vice President, Human Resources**

*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 I.*