



POSITION ANNOUNCEMENT

JOB TITLE:	SECRETARY I
TYPE OF VACANCY:	STAFF
REPORTS TO:	DIRECTOR, RECRUITMENT & ADMISSIONS
DEPARTMENT:	OFFICE OF RECRUITMENT & ADMISSIONS
SUMMARY:	
<p>The Secretary will work closely with the Director to provide support in the administrative day-to-day operations of the department and with internal and external stakeholders of the University, while providing professional and confidential services.</p>	
DUTIES & RESPONSIBILITIES:	
<p>The position of Secretary is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Perform general clerical and typing services including drafting, editing and typing all routine correspondence and written communications to and from the Director; • Develop and maintain the general filing system within the Office and all department records, forms, reports, etc.; • Order and maintain inventory supplies for the Office. • Assist in corresponding to all email inquiries through the office email account. • Receive and disseminate applications received by mail (pay fees at the Business Office.) • Take, type and distribute minutes; • Photocopy and distribute all documents as directed; • Arrange and confirm all appointments for the Director; • Handle all incoming mail and other materials for the Office; • Receive and screen telephone calls and visitors for the Director; • Prioritize incoming correspondence and maintain follow-up/reminder system to ensure timely completion of projects; • Maintain Director's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel and related department functions; • Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline processes and work cooperatively and jointly to provide quality seamless customer service. 	
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:	
<ul style="list-style-type: none"> • Excellent verbal and written communication skills; • Proficiency in Microsoft Word; • Ability to pay attention to details; • Must have strong organizational skills with the ability to plan, prioritize, organize workload; • Ability to establish and maintain cooperative and effective working relationships with internal and external customers; • Ability to exercise good judgement, independently set priorities, manage multiple projects with high quality results, meet deadlines, and maintain the highest degree of confidentiality. 	



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QUALIFICATIONS:

- Office Assistant's Certificate AND five (5) years relevant work experience or Associate Degree in relevant area.

NOTE: Secretary I should have shorthand skills at 50 w.p.m. and word processing skills.

SALARY GRADE:	CSS-2
DATE PUBLISHED:	December 13, 2017
APPLICATION END DATE:	December 31, 2017
DATE TO BE REMOVED:	January 2, 2018

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)
- 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
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 Secretary I.