

Office Administrator
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	August 2018
Type	Three-year contract with an option to renew
Salary	Negotiable
Employment Type	Full-time

Office Administrator, “FDT”: The Oral and Public History Institute and University Archives, University Libraries

University of The Bahamas is pleased to invite applications for the position of Office Administrator, “FDT”: The Oral and Public History Institute and University Archives, University Libraries. This full-time appointment will begin 1 August 2019.

The Office Administrator will report jointly to the Director “FDT” and the University Archivist. A staff position, the Office Administrator will provide administrative support ensuring the smooth functioning of both units. We are seeking a professional with excellent oral and written communication skills and with the ability and confidence to participate in a dynamic intellectual environment. We especially invite applications from persons who are willing and able to carry out assigned tasks; who have strong analytic and problem-solving skills; and who have project management experience.

Responsibilities. Maintain administrative and data storage systems; oversee administrative projects; assist designated supervisors in completing administrative reports; assist Director/Archivist in managing contract performance of external service providers; liaise closely with UB staff, faculty and community partners regarding historical- and archive-related projects; assist in the coordination of “FDT”/University Archives events; represent “FDT”/University Archives at meetings as appropriate; record minutes of meetings and distribute as necessary; other duties that are necessary to the efficient functioning of both units.

Qualifications. Candidates must have an earned master’s degree in business administration or a related field from an accredited institution; at least three years of relevant professional experience; evidence of excellent written communication skills; evidence of project management experience; and evidence of the ability to use Microsoft Office Suite (particularly Access, Excel, Outlook and Word) and work in the Apple/Mac environment.

Setting. University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution’s academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master’s degree programmes have included an MBA and an MSc in Reading and

Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter describing how the applicant's professional qualifications and experience relate to the responsibilities of the position;
2. Copies of academic certificates;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Names and contact information of three persons who can provide letters of reference;
7. Completed UB Application for Employment Form found at this link:

<http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf>

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/document with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact provostoffice@ub.edu.bs.