

# POSITION ANNOUNCEMENT

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<b>JOB TITLE:</b>	<b>SECRETARY II</b>
<b>TYPE OF VACANCY:</b>	<b>STAFF</b>
<b>REPORTS TO:</b>	<b>VICE PRESIDENT, OPERATIONS / ADMINISTRATIVE ASSISTANT</b>
<b>SCHOOL/DEPARTMENT:</b>	<b>OFFICE OF THE VICE PRESIDENT, OPERATIONS</b>
<b>SUMMARY:</b> The Secretary II provides clerical assistance which supports the daily operations of the Vice President, Operations' Office. The Secretary is the first point of contact and should maintain a friendly and positive appearance.	
<b>DUTIES &amp; RESPONSIBILITIES:</b> The duties of the Secretary II include but are not limited to the following: <ul style="list-style-type: none"><li>➤ Maintain a very high level of confidentiality;</li><li>➤ Receive and assist visitors and telephone callers and refer them to the appropriate department;</li><li>➤ Sort, read incoming mail, including email and faxes;</li><li>➤ Check and clear the Drop Box;</li><li>➤ Type office correspondence and other materials including general purchase requisitions, letters and memos at the request of the Vice President;</li><li>➤ Assist with preparing overtime records, and other approvals to be sent to Human Resources;</li><li>➤ Assist with sending notices for meetings;</li><li>➤ Assist with the maintenance of filing and digital records management;</li><li>➤ May serve as a recorder for meetings with the responsibility of transcription and distribution;</li><li>➤ Make travel arrangements/reservations;</li><li>➤ Fill in for the Administrative Assistant.</li></ul>	
<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"><li>➤ Associate Degree in relevant area and three (3) years relevant post-qualification work experience.</li></ul>	

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## KNOWLEDGE, SKILLS & ABILITIES:

- Polished professional with outgoing personality;
- Must be a team player with excellent customer service and interpersonal skills;
- Must have strong computer knowledge;
- Must have a strong sense of professionalism;
- Must have good organizational skills;
- Ability to work on a number of tasks simultaneously;
- Ability to work independently as well as in a group;
- Demonstrate excellent written and verbal communication skills, including the ability to successfully communicate with the public, other employees and vendors;
- Two (2) years relevant work experience is preferred.

## **To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject *Secretary II*:**

- 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;
- Copy of Voter's Card;
- At least three (3) written, professional references.

## **Submit all electronically to:**

Email: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

Attention: **Vice President, Human Resources**

**Please visit our website at [www.ub.edu.bs](http://www.ub.edu.bs) for more information about the University and to access the University's Employment Opportunities.**

<b>Salary Scale</b>	<b>CSS-2</b>
<b>Date Published</b>	
<b>Application End Date</b>	
<b>Date to be Removed</b>	

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*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 II.*