

JOB TITLE:	Administrative Assistant II
TYPE OF VACANCY:	STAFF
DEPARTMENT:	Government & Public Policy Institute
<p>POSITION SUMMARY:</p> <p>Candidates are being sought to fill an Administrative Assistant vacancy in the Government & Public Policy Institute. The Administrative Assistant will provide support within the institute and report directly to the Executive Director/Senior Policy Fellow. Responsibilities cover a range of engagements including but not limited to facilitating communication with internal and external partners in support of the work of the Institute focused on national and regional matters relevant to public policy creation and practice.</p>	
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ▪ Manage communication with external and internal constituents and respond to inquiries to ensure that matters are addressed promptly and appropriately; ▪ Communicate courteously and diplomatically on behalf of the Executive Director/Senior Policy Fellow with senior administrators, staff, faculty, students and the public on matters related to the Institute; ▪ Draft letters, memos; take minutes and write reports from meetings; typing of handwritten notes or verbal instructions; ▪ Maintain a system for receiving, logging and filing incoming correspondence and other documents; ▪ Manage special projects which may require research and compiling data; ▪ Arrange travel, catering, equipment, technology and the renting of venues for special events; ▪ Maintain a calendar and schedule for the Executive Director/Senior Policy Fellow and update calendar(s) accordingly; ▪ Schedule meetings with students, faculty, staff and other constituents; ▪ Track and record important data and documents; ▪ Order office supplies and manage the inventory; ▪ Ensure the Executive Director/Senior Policy Fellow is updated in regard to critical deadlines; ▪ Review all incoming and outgoing documents for the Executive Director/Senior Policy Fellow requiring signature(s) to ensure compliance with unit and university guidelines; ▪ Complete special projects and other duties as assigned by the Executive Director/Senior Policy Fellow; ▪ Must maintain the highest level of confidentiality, with oversight for sensitive material; ▪ Support unit wide strategic planning, innovation and change; and ▪ Perform any other related duties, as assigned. 	
<p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</p>	

- Extensive knowledge of academic environments and general office policies and procedures
- Excellent oral and written communication skills
- Ability to maintain effective working relationships and communicate skillfully with supervisors, associates and other constituents
- Effective organizational and time management skills to include event planning and registration
- In-depth knowledge and utilization of Microsoft Office package and willingness to learn new software applications
- Ability to maintain complex administrative, fiscal, and other records and to prepare statistical and other reports that include complex information
- Ability to interact effectively with internal and external constituencies and defuse complex situations
- Ability to exercise good judgment, independently set priorities and meet deadlines and maintain the highest degree of confidentiality
- Ability to organize and manage budgets and prepare related reports

QUALIFICATIONS:

Bachelor's degree in Business Administration or the equivalent, AND at least ten (10) years post-qualification work experience

SUBMISSION OF MATERIALS:

- Materials should be submitted electronically, attention Office of Academic Affairs, University of The Bahamas via e-mail at facultyapply@ub.edu.bs by 5th July 2019;
- Send all documents together, including: (a) Cover letter describing the candidate's suitability for the position; (b) Copies of academic qualifications; (c) Up-to-date transcripts; (d) Up-to-date curriculum vitae, including details of administrative experience; (e) Police record; (f) Medical certificate of fitness; (g) Copy of Bahamian national insurance ID card, if applicable; (h) Copy of relevant pages of valid passport (*showing photo ID, passport number and expiration date*); (i) Three letters of reference; and (j) a completed [UB Staff Application Form](#).
- **Please note the position in the subject field of the email.**

Hard copy submissions will not be accepted.

SALARY SCALE:

AS-2

REPORTS TO:

Executive Director/Senior Policy Fellow, Public & Policy Institute

APPLICATION END DATE:

5th July 2019

DATE PUBLISHED:

24th June 2019

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

To inquire about this position or nominate applicants, please direct emails to
[***provost@ub.edu.bs***](mailto:provost@ub.edu.bs)