

<b>JOB TITLE:</b>	<b>Clerk I</b>
<b>TYPE OF VACANCY:</b>	<b>STAFF</b>
<b>DEPARTMENT:</b>	<b>Academic Affairs Unit</b>
<b>POSITION SUMMARY:</b>  <p>Candidates are being sought to fill a clerical vacancy in an academic unit. Clerks provide support within academic units and report to the Administrative Assistant/ Dean or Chair. Responsibilities cover a range of engagements including but not limited to providing efficient services to students, faculty and administration across the UB community.</p>	
<b>DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>▪ Assist in scheduling appointments and maintaining an office calendar;</li> <li>▪ Answer the telephone in a professional and timely manner and handle or direct calls to the appropriate persons/department;</li> <li>▪ Handle inquiries or direct visitors to the appropriate persons/departments;</li> <li>▪ Assist faculty with general clerical tasks including copying, filing and faxing documents for the department;</li> <li>▪ Manage system for receiving, logging and filing incoming correspondence and other documents;</li> <li>▪ Assist in maintaining filing and records management systems and other office procedures;</li> <li>▪ Track and record important student and faculty data and documents;</li> <li>▪ Maintain inventory of office supplies and replenish stock when necessary by completing requisition forms;</li> <li>▪ Assist in the preparation of templates for use within the academic unit and obtaining evaluation forms for distribution to the faculty;</li> <li>▪ Prepare correspondence and other materials;</li> <li>▪ Fill-in for the Administrative Assistant as required;</li> <li>▪ Maintain and update signage and bulletin boards;</li> <li>▪ Assist in the upgrade and maintenance of the office space;</li> <li>▪ Assist new and returning students with orientation, advisement and registration;</li> <li>▪ Assist with drafting letters, memos; taking minutes and writing reports of meetings; typing of handwritten notes or verbal instructions; and</li> <li>▪ Perform other related duties assigned by the Chair</li> </ul>	
<b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b> <ul style="list-style-type: none"> <li>▪ Ability to interact effectively with internal and external constituencies and defuse complex situations</li> <li>▪ Ability to exercise good judgment, independently set priorities and meet deadlines and maintain the highest degree of confidentiality</li> </ul>	

**QUALIFICATIONS:**

Office Assistant's Certificate, OR approved equivalent for CSS-1, AND five (5) years relevant work experience or Associate Degree in relevant area. Advanced proficiency in Excel, PowerPoint and other presentation applications; must be comfortable with desktop publishing software. Willingness to use 21<sup>st</sup> Century methods in the execution of administrative duties.

**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](mailto:facultyapply@ub.edu.bs) by 5<sup>th</sup> July 2109.
- 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:****CSS 1****APPLICATION END DATE:****5<sup>th</sup> July 2019****DATE PUBLISHED:****24<sup>th</sup> 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)***