



Human Resources Department

The Human Resources Department announces a staff vacancy for the position of Administrative Assistant I, Greek Life and Student Leadership.

The University prefers to fill the position internally if possible. HR will take into consideration work experience, academic qualifications and other factors when assessing candidates to be shortlisted. Should a suitable candidate not be identified internally, the position will be advertised externally.

The candidate should meet the minimum requirements as outlined in the job description below. Please read the entire position announcement to determine if the vacancy aligns with your interests and/or qualifications and experience.

Interested candidates should submit the specified documents electronically to: hrapply@ub.edu.bs on or before 2nd December 2022. Kindly make the position title the subject of email.

POSITION ANNOUNCEMENT

JOB TITLE	ADMINISTRATIVE ASSISTANT I
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	GREEK LIFE AND STUDENT LEADERSHIP
REPORTS TO	DIRECTOR, GREEK LIFE AND STUDENT LEADERSHIP
<p>SUMMARY: The Administrative Assistant I, Greek Life and Student Leadership is required to provide direct support to the Director, Greek Life and Student Leadership. The ideal candidate will enhance the functioning of the team and its capacity to service students by providing administrative support including but not limited to project support, scheduling, document management office supply maintenance, preparation of meeting agendas and minutes and event and meeting planning.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Administrative Assistant I, Greek Life and Student Leadership is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ Assist the Director of Greek Life and Student Leadership with the overall day to day management of the office and campus relations; ➤ Assist with the supervision of all support staff; ➤ Assist with the planning of all Student Leadership events. (i.g. Student Leadership Retreat, Miss University of The Bahamas, Greek Leadership Retreat, Myles Munroe Leadership Lecture, Presidents Scholar Program, National Society of Leadership & Success etc.) ➤ Attend meetings with the Director of Greek Life and Student Leadership as invited. Keep notes of discussions held and decisions taken in such meetings for distribution to relevant persons; ➤ Undertake research and/or follow-up activities and provides administrative support related to special projects as directed by the Director of Student Leadership; ➤ Receive all mail and telephone calls to the office of the Director of Greek Life and Student Leadership and acts appropriately; ➤ Keep and attend to the active "in" and "out" trays in the office of the Director of Greek Life and Student Leadership; ➤ Maintain an accurate filing system for the office; ➤ Keep a record of the support staff's vacation, sick leave, absenteeism and casual leave; ➤ Maintain inventory of office supplies and replenish stock, when necessary; ➤ Prepare stationery and other relevant requisitions for approval by the Director of Greek Life and Student Leadership; ➤ Assist in the co-ordination of fund-raising activities; ➤ Represent the administrative office on committees e.g. Filing, Secretaries and Support staff affairs. 	



POSITION ANNOUNCEMENT

REQUIREMENTS:

- Demonstrated time management skills.
- Skilled in Microsoft Office.
- Must have knowledge of office administrative procedures and the ability to operate standard office equipment.
- Must have ability to maintain absolute confidentiality and professionalism.
- Excellent verbal and written communication skills.
- Must be organized and have the ability to work independently.
- Must be team oriented.

QUALIFICATIONS:

- A Bachelor's Degree or the equivalent with no work experience, or Associate Degree in relevant area with ten (10) years work experience.

Salary Grade	AS-1
Date Published	February 2023
Application End Date	Until Filled
Date to be Removed	Until Filled

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf \(ub.edu.bs\)](https://ub.edu.bs/Application-for-Employment-Staff.pdf));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

Email Address: hrapply@ub.edu.bs
Subject: Administrative Assistant I – Greek Life and Student Leadership
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 Administrative Assistant I, Greek Life and Student Leadership.