

Human Resources Department

JOB TITLE	ADMINISTRATIVE ASSISTANT I
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	OFFICE OF THE VICE PRESIDENT STUDENT AFFAIRS
REPORTS TO	VICE PRESIDENT, STUDENT AFFAIRS
<p>SUMMARY: The Administrative Assistant I, Student Affairs is required to provide direct support to the VP, Student Affairs. 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, Student Affairs is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ Coordinate and perform a range of operational support activities and duties; ➤ Act as liaison in coordinating matters with the Vice President of Student Affairs on and off campus. ➤ Assist the Vice President in problem solving, project planning and development and execution of stated goals and objectives; ➤ Draft and/or type materials, memos, correspondence, reports, policies, speeches, agreements and other documents of highly sensitive and confidential nature; proof-read the above items for accuracy, completeness and compliance with UB standards, policies and procedures; ➤ Create content and manage the social media and brand of the Vice President of Student Affairs, the Office of the Vice President of Student Affairs and the Division of Student Affairs. ➤ Design, maintain and organize the record keeping and filing system for the office; ➤ Receive and screen visitors and telephone calls; ➤ Schedule and coordinate meetings, events, interviews, appointments, conferences and/or other similar activities for the Vice President, Student Affairs; ➤ Prioritize incoming correspondence and maintain follow-up/reminder system to ensure timely completion of projects; ➤ Provide support to committees which the Vice President of Student Affairs is a part, by typing and distributing minutes or records of decisions, preparing agenda packages, arranging meeting dates/times/rooms and contacting participants and attend meetings as required to record meeting minutes; ➤ Coordinate/make travel and lodging arrangements for the Vice President, Student Affairs; ➤ Maintain inventory of office supplies and replenish stock, when necessary by completing requisitions; ➤ Establish and maintain cooperative and effective working relationships with internal and external customers. 	



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	November 2022
Application End Date	December 2, 2022 (Or Until filled)
Date to be Removed	December 2022

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 cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

Email Address: hrapply@ub.edu.bs
Subject: Administrative Assistant I – Office of The Vice President Student Affairs
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, Office of The Vice President Student Affairs.