



<b>JOB TITLE:</b>	<b>Administrative Assistant II</b>
<b>TYPE OF VACANCY:</b>	<b>Staff</b>
<b>DEPARTMENT:</b>	<b>Continuing Education and Lifelong Learning</b>
<p><b>POSITION SUMMARY:</b></p> <p>Candidates are being sought to fill the position of Administrative Assistant in the Continuing Education and Lifelong Learning. The Administrative Assistant provides administrative support to the Dean, Continuing Education and Lifelong Learning and performs routine clerical/administrative duties required for the smooth operation of the Office. Applicants should demonstrate the ability to work along with a dynamic team of highly qualified individuals.</p>	
<p>Reporting to the Dean, <b>Continuing Education and Lifelong Learning</b> will be responsible for:</p> <ul style="list-style-type: none"> <li>• Answering and directing phone calls;</li> <li>• Organizing and scheduling appointments for the head of the unit;</li> <li>• Writing and distributing email, correspondence memos, letters, and forms;</li> <li>• Assisting in the preparation of regularly scheduled reports;</li> <li>• Developing and maintaining a digital filing system;</li> <li>• Updating and maintaining office policies and procedures;</li> <li>• Maintaining contact lists;</li> <li>• Submitting and reconciling expense reports;</li> <li>• Providing general support to the office and lending assistance to other administrative staff in the department during busy periods;</li> <li>• Providing general support to visitors;</li> <li>• Acting as the point of contact for internal and external clients;</li> <li>• Liaising with executive and senior administrative assistants to handle requests and queries from senior employee;</li> <li>• Managing communications with external and internal constituents; and responding to inquiries to ensure that matters are addressed promptly and appropriately;</li> <li>• Drafting letters, memos; taking minutes and writing reports from meetings; typing handwritten notes or verbal instructions;</li> <li>• Managing special projects which may require research and compiling data;</li> <li>• Arranging travel, catering, equipment, technology and the renting of venues for special events;</li> <li>• Scheduling meetings with students, faculty, staff and other constituents;</li> <li>• Ordering office supplies and managing the inventory;</li> <li>• Managing the supervisor's calendar;</li> <li>• Performing other duties as needed.</li> </ul>	

**KNOWLEDGE, SKILLS & ABILITIES:**

- Proven experience in an administrative capacity;
- Knowledge of office management systems and procedures;
- Working knowledge of office equipment, like printers, scanners and fax machines;
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular);
- Excellent time management skills and the ability to prioritize work;
- Attention to detail and problem-solving skills;
- Excellent written and verbal communication skills;
- Strong organizational skills with the ability to multi-task;
- Critical thinking skills demonstrated through the ability to find alternative solutions to logistical work challenges.

**QUALIFICATIONS:**

- The Administrative Assistant will have a Bachelor's degree and three to five years of experience working in an administrative capacity in an academic environment;
- Proficiency with Microsoft Office products is a must;
- The successful candidate will be a team player who can be an initiator and work independently when required;
- He or she will have exceptional organizational skills and be able to multitask, exercise sound judgment and manage time sensitive and confidential matters.

**EMAIL SUBMISSION:****Interested candidates should send the following via email:**

- A Cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Up-to-date Curriculum Vitae/Resume
- Three (3) names of or three (3) written professional references
- Evidence of educational accomplishments

**Incomplete application packages will not be considered**

**Emailing Address:**

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

Attention: Vice President, Human Resources

Subject: **Administrative Assistant, CELEARN**

**SALARY SCALE:**

**AS-II**

**REPORTS TO:**

**Dean, CELEARN**

**DATE PUBLISHED:**

**November 2022**

**APPLICATION END DATE:**

**December 2, 2022 (Or Until Filled)**

**DATE OF REMOVAL:**

**December 2022**

*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.*