



POSITION ANNOUNCEMENT

JOB TITLE	ADMINISTRATIVE ASSISTANT II
TYPE OF VACANCY	STAFF
REPORTS TO:	DEAN, COLLEGE OF PURE & APPLIED SCIENCE
DEPARTMENT	ACADEMIC AFFAIRS COLLEGE OF PURE & APPLIED SCIENCE
<p>SUMMARY: The Administrative Assistant provides support within academic units and is responsible for covering a range of engagements. These include but are not limited to creating and maintaining partnerships with and providing efficient services to students, faculty and administration across the UB community.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Administrative Assistant to the Dean is required to perform a variety of tasks including, but not limited to the following:</p> <ul style="list-style-type: none">• Manage communication with external and internal constituents;• Respond to inquiries to ensure that matters are addressed promptly and appropriately;• Communicate courteously and diplomatically on behalf of the Dean with senior administrators, staff, faculty, students and the public on matters related to the office;• Prepare written communications such as letters, memos, meeting minutes, and reports, based on 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;• Plan and coordinate logistics for special events, including travel arrangements, catering services, equipment and technology setup, and venue rentals for special events;• Maintain a calendar and schedule for the Dean and update calendar(s) accordingly;• Schedule meetings with students, faculty, staff and other constituents;• Track and record important student and faculty data and documents;• Order office supplies and manage the inventory;• Ensure faculty and staff with the academic units(s) are updated in regard to critical deadlines;• Review all incoming and outgoing documents for the Dean requiring signature(s) to ensure compliance with unit and university guidelines;• Complete special projects which may require research and compiling data and other duties as assigned by the Dean;• Coordinate and perform a range of staff and/or operational support activities and duties;• Act as liaison in coordinating matters with the Dean;• Assist the Dean in problem solving, project planning and development and the execution of stated goals and objectives;	



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- Provide clerical support for the Dean, drafting correspondence and other documents of a highly sensitive and confidential nature;
- Assist with preparation of semester schedules, faculty timetables and overload contracts with excel spreadsheet for payment and submitting to the Dean;
- Manage office operations and assist in addressing general inquiries from students, faculty and external clients;
- Support various committees as assigned by the Dean by preparing and distributing meeting minutes;
- Organize agenda packages, schedule meetings, dates, times, room and contact participants;
- Train and provide supervision to work-study students and other office staff;
- Monitor absenteeism, lateness, vacation and ensure the appropriate forms are completed and sent to the HR Department;
- Ensure that faculty submit all necessary documents (i.e., faculty plan, faculty workload and responsibilities form, self-reports etc.) for submission to the Dean;
- Ensure that the term grade sheets, class registers, and online grades are submitted by faculty on time at the end of each semester;
- Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline processes and work cooperatively and jointly to provide quality seamless customer service;

KNOWLEDGE, SKILLS & ABILITIES:

- Outstanding written and oral communication skills;
- Excellent organizational skills;
- Ability to execute directives without delay;
- Ability to interact with individuals at all levels of the organization, including trustees, senior executives, colleagues and students in a warm and professional manner;
- Ability to handle multiple calls, to cross-schedule appointments and to juggle competing priorities;
- Demonstrated discretion and judgment when dealing with confidential and sensitive information;
- Excellent team player and problem solver, self-starter, excellent presentation skills, outstanding ability to troubleshoot and improvise on short notice;
- Ability to establish and maintain effective working relationships with other administrative units on campus and various other campus constituencies;
- Self-motivated worker who can anticipate problems and demonstrate significant independent judgment;
- Detail oriented, high level of attention to accuracy and completeness required;
- Proven office administration and customer service skills required;
- Demonstrated proficiency in MS Software packages, presentation and publishing software and electronic communications tools;
- Database and web skills advantageous.



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QUALIFICATIONS:

- Bachelor's degree or the equivalent, AND at least four (4) years post-qualification work experience at the AS-1 level.

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

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

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade	AS-II
Date Published	November 24, 2025
Application End Date	December 7, 2025 or until filled
Date to be Removed	December 8, 2025

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 II.