



POSITION ANNOUNCEMENT

JOB TITLE	SECRETARY II, UB NORTH
TYPE OF VACANCY	STAFF
DEPARTMENT/UNIT	OFFICE OF ACADEMIC AFFAIRS – UB-NORTH
REPORTS TO	DEAN OF FACULTY
<p>SUMMARY: The Secretary II will assist in maximizing the efficiency and service of the Office of Academic Affairs, UB North.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Secretary II, UB North is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ Generally, support the Dean of Faculty in the operation of the Academic Affairs office at UB North by executing university policies and attending to faculty and student needs in an academic environment. ➤ Manage the day-to-day operations of the Academic Affairs Office by efficiently and securely coordinating correspondences, and confidential files within the office. ➤ Organize and secure various academic department documents and forms. ➤ Publish timely notices of meetings, prepare agendas and post important circulars and announcements to the various stakeholders. Attend faculty meetings and keep minutes for distribution to relevant stakeholders. ➤ Respond appropriately to student queries on diverse issues: (registration, classes, instructor issues, payment, advisors, etc.) ➤ Collaborate with the appropriate offices to procure, secure and distribute all final exam scripts during the final exam period. Monitor the scheduling of external examinations and coordinate with the Office of Examinations and Testing ➤ Receive and review all final grade packages from faculty. Deposit these documents in the appropriate secure files. ➤ Generate faculty overload contracts and other GPR payments. Follow up with Academic Affairs and/or Business Office on various payment issues ➤ Review student forms/documents for completeness and coordinate their processing with the Dean of Faculty. ➤ Receive and screen visitors and telephone calls and manage inquiries to the department and respond and redirect appropriately. ➤ Check departmental email accounts on a regular basis and respond or redirect appropriately. 	
<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> ➤ Organizational Skills (Plan, prioritize, organize workload); ➤ Communication Skills (have the ability to follow instruction, communication effectively - oral and written); ➤ Ability to get along well with others; ➤ Be a team player; ➤ Ability to maintain the confidentiality of records and information; ➤ Proficiency in Word, Excel, and PowerPoint. 	



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QUALIFICATIONS:

- Associate Degree in relevant area AND three (3) years relevant post-qualification work experience.

Salary Grade	CSS – 3
Date Published	March 23, 2023
Application End Date	March 23, 2023
Date to be Removed	April 6, 2023

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: Secretary II – UB-North
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 Secretary II– UB-North.