



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

CLERICAL ASSISTANT III (GRADE 6) BELIZE SITE

Applications are invited for the post of **Clerical Assistant III** in The UWI Global Campus, Belize Site. The **Clerical Assistant III** will perform general clerical duties as determined by Departmental/Section requirements.

Qualifications/Experience

- Three (3) CXC/GCE O' Level subjects including English Language.
- Three (3) years' job related experience.

Key Competencies/Skills

- Excellent computer and internet skills.
- Strong interpersonal skills.
- Good time management skills.
- Ability to communicate effectively both orally and in writing.
- Ability to function in a highly interactive and diverse customer-focused environment.

Job Responsibilities

- Update and maintain records, files, books and other information systems eg. indexes ensuring that they are properly identified and labelled.
- Search for and retrieve documents, books etc.
- Collect and tabulate statistics.
- Handle queries from customers, students and prospective students (via phone, in person and email).

- Prepare, process and dispatch documents such as Purchase Orders, Application forms, etc. consistent with guidelines.
- Receive and process documents such as mark-sheets and forms in accordance with UWI requirements and regulations.
- Draft and/or word-process letters, memos, documents, reports, papers etc.
- Prepare, print, collate and dispatch draft and final documents e.g. question papers, time-tables, reports etc.
- Prepare documents for and implement directions based on committee decisions e.g. Academic Board, Staff matters etc.
- Maintain office supplies by:
 - writing requisitions;
 - issuing to staff as needed;
 - maintaining accurate and current records.
- Assist with all Banner Entries of payments.
- Prepare and disseminate information to customers on courses, sponsorships etc.
- Assist with preparations for departmental seminars, meetings, conferences etc.
- Perform specialized duties such as issue desk, registration, scholarships etc. in accordance with set procedures.
- Prepare and distribute documents for special departmental activities, e.g. graduation, conferences, seminars etc.
- Ensure completion of documents such as applications, leave forms, bindery slips etc. and process same consistent with guidelines.
- Monitor/operate telephones by:
 - receiving calls and redirecting callers or taking messages;
 - placing requests for or making calls for departmental staffers.
- Assist customers to the department, e.g. visitors, students and other staff.
- Prepare travel itinerary as well as accommodation and transportation arrangements for the Site.

- Organize and maintain an electronic filing system for all documents, ensuring security and easy retrieval.
- Undertake any other related duties that may be assigned by the Head of Site or designated person.

**Applications should be made via
The UWI Global Campus, Online Application Form:
<https://www.global.uwi.edu/hrd/forms-documents>**

OR

**By submission of hard copies of The UWI Global Campus Application Form and
Curriculum Vitae to the Belize Site.**

CLOSING DATE FOR RECEIPT OF APPLICATIONS – May 16, 2025

We thank all interested applicants; however, only shortlisted candidates will be contacted.