



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

CLERICAL ASSISTANT II (GRADE 5) (x2) GLOBAL CAMPUS SITES TRINIDAD AND TOBAGO

Applications are invited for the post of **Clerical Assistant II** at The UWI Global Campus, Gordon Street, Trinidad and Tobago. The **Clerical Assistant II** will provide clerical and administrative support to the Centre Administrator and the Student Services Department.

QUALIFICATIONS/EXPERIENCE

- Five (5) GCE 'O' Levels or CXC (General I, II or III from 1998) passes, including English Language.
- Three (3) years' relevant work experience.

KEY COMPETENCIES/SKILLS

- Good oral, written and interpersonal communication skills.
- Good time management and organizational skills.
- Effective team player.
- Knowledge and practical skills in computer applications relevant to administration and record keeping.

JOB RESPONSIBILITIES

- Provide general support to the department by managing phone calls, emails and inquiries.
- Assist in keeping an inventory of office supplies and ensuring proper functioning of office equipment.
- Accurately enter data into relevant databases and maintain up-to-date records.

- Assist in organising and maintaining departmental files, ensuring confidentiality and security of sensitive information.
- Receive and process applications for Further Education Programmes and Continuing and Professional Education Short Courses.
- Assist in BANNER duties, Quick Admit, Registration, Leave request, etc.
- Draft, proofread and edit student letters and other documents as required.
- Maintain the notice board and respond to queries on all social media platforms.
- Monitor students' payments and GATE requests for Electronic IDs.
- Collaborate with the Finance Department to ensure accurate student financial record-keeping.
- Assist with departmental events, workshops, orientation and career fairs.
- Undertake any other related duties that may be assigned by the Centre Administrator or designated person.

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

CLOSING DATE FOR RECEIPT OF APPLICATIONS – June 9, 2025

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