



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

CLERICAL ASSISTANT II (GRADE 5) GLOBAL CAMPUS SITES GRENADA

Applications are invited for the post of **Clerical Assistant II** at The UWI Global Campus, Grenada Site. The **Clerical Assistant II** will perform general clerical duties as determined by departmental/section requirements.

QUALIFICATIONS/EXPERIENCE

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

KEY COMPETENCIES/SKILLS

- Excellent computer and internet skills.
- Excellent customer service, particularly the philosophy of outstanding student care.
- Above average social media management skills, including content scheduling and analytics tracking.
- Knowledge of graphic design platforms such as Canva.
- Good time management skills.
- Ability to communicate effectively both orally and in writing.

- Strong interpersonal skills.

JOB RESPONSIBILITIES

- Update and maintain records, files, reading material and other information systems e.g. indexes.
- Ensure that records, files, books etc. are properly identified, labelled and maintained in good condition.
- Collect and tabulate statistics for reports.
- Receive and process documents, such as mark-sheets/forms in accordance with The UWI requirements and regulations.
- Maintain office supplies by preparing requisitions, issuing to staff as needed, and keeping accurate and current records.
- Maintain an organized filing system for all documents, including highly confidential, non-confidential, and other work-related material, ensuring security and efficient retrieval.
- Prepare, process and dispatch documents such as purchase orders, application forms, etc. consistent with guidelines.
- Prepare, print, collate and dispatch draft and final documents, such as question papers, timetables, reports, etc.
- Prepare and update content for social media communication and marketing.
- Provide information on a range of queries from students and visitors in relation to the work of the unit.
- Prepare and distribute documents for special departmental activities, such as graduation, conferences, seminars, etc.
- Prepare travel itineraries and arrange accommodation and transportation.
- Draft and type standard letters, memos, documents, papers, etc.
- Participate in outreach activities and marketing initiatives as required.
- Undertake any other related duties that may be assigned.

SALARY RANGE

- ECD \$2,014.00 – ECD \$2,515.00
- Placement will depend on qualifications and experience.

**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 – February 2, 2026

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