



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

REVISED

SENIOR ADMINISTRATIVE ASSISTANT GLOBAL CAMPUS SITES BELIZE

The University of the West Indies Global Campus invites suitably and well-qualified applicants to fill the position of Senior Administrative Assistant at The UWI Global Campus, Global Campus Sites, Belize. The **Senior Administrative Assistant** will be required to provide administrative student support services to ensure smooth and efficient operations including support to tutors and invigilators, managing outreach activities to promote UWIGC regional and local programmes and assisting with organizing Site activities to promote the University.

Qualifications/Experience

- A Bachelor's Degree in Management Studies or related Social Sciences discipline, with excellent knowledge of administrative and accounting procedures.
- Computer versatility and competence in the use of various computer software packages (e.g., Microsoft Word, Microsoft Excel, Microsoft Publisher).
- Have at least six (6) year's relevant administrative experience.

Key Competencies/Skills

- Excellent interpersonal, written and oral communication skills.
- Good time management skills.
- Ability to work on own initiative.
- Ability to function in highly interactive and diverse customer-focused environment.
- Formal training in supervisory management.

Job Responsibilities

(1) Manage all aspects of student matters for the Site

- Ensure the organising and maintaining of all student records (highly confidential and non-confidential) and other work related materials, ensuring security and easy retrieval.
- Monitor/process student-related incoming and outgoing mail and emails in a manner to enhance speedy and efficient response, despatch and distribution within the unit.
- Type confidential student, tutor and invigilator correspondence.
- Coordinate with the examination process (both the UWI and external):
 - Secure examination papers/student scripts;
 - Ensure student/class allocation;
 - Supervise photocopying of examination scripts;
 - Despatch examination scripts;
 - Organize the invigilation of all UWI examinations;
 - Maintain adequate levels of examination material;
 - Conversion of examination schedule to Belize for circulation to students;
 - Direct the examination operations for all programmes.

(2) Student Services and Support

- Liaise with the Registrar and relevant Assistant Registrars on student matters such as recruitment, admissions, student support services, examinations and other assessments.
- Coordinate the annual registration and orientation processes for programmes and local courses.
- Ensure that student needs, concerns and complaints are fully dealt with in a timely and satisfactory manner.
- Ensure the processing of student matters e.g. Leave of Absence, Withdrawal, Evaluation of programmes/tutors, etc.
- Coordinate appropriate recognition exercises when necessary.
- Prepare ads and fliers for monthly outreach programmes.

- Visit schools, fairs and assist with other outreach activities.
- Assist with report preparation and writing on various activities (e.g., Annual Report).

(3) Carry out administrative responsibilities

- Liaise with government officials, other university personnel, private sector agencies, statutory bodies etc., under the general direction of the Head of Site.
- Work with the Head of Site, Campus Registrar and Assistant Registrars in administering the admissions, registration and examination processes in accordance with the university regulations and procedures.

(4) Under the general direction of the Programme Officer, co-ordinates, seminars, workshops, conferences, outreach activities and social functions.

- Identify and prepare venues, identifying participants.
- Serve as resource person.
- Organize logistics.
- Prepare fliers and brochures.
- Circulate presentations.
- Arrange for recording services and for the presence/participation of the media as required.
- Collate data and report on the outcome of course evaluation questionnaires and local course application forms.
- Gather and collate data for site reports, as directed.
- Undertake any other related duties that may be assigned by the Head of Site / Programme Officer or designated person.

Salary Range

- BZD \$39,379.64 – BZD \$49,180.13 per annum
- Placement will depend on qualifications and experience.

Work Location

- The position will be located at The UWI Global Campus Site, Belize

**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 – April 2, 2026

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