



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

ADMINISTRATIVE AASSISTANT II (TEMPORARY) DIGITAL LEARNING INNOVATION JAMAICA

Applications are invited for the post of Administrative Assistant II (T), Digital Learning Innovation Centre, Jamaica at The UWI Global Campus. The **Administrative Assistant II (T)** will be required to provide administrative support services to ensure smooth and efficient operations of the Digital Learning Innovation (DLI) - Special Project UWIVERSE Centre.

Qualifications/Experience

- A Bachelor's degree or equivalent.
- At least 3 years' experience in general administration.
- Knowledge of office procedures and record keeping systems.

Key Competencies/Skills

- Excellent interpersonal, writing and communication skills.
- Competence in the use of Microsoft Office.
- Experience in working within a changing technical environment.
- Experience in working in a distributed environment.
- Good problem-solving skills.

Job Responsibilities

- Provide administrative support to the Head, DLI and staff of the unit as requested.
- Provide administrative support to the Innovation and Strategic Oversight Committee (ISOC).
- Manage the UWIVERSE Centre Administration.

- Provide front office and customer service support to stakeholders.
- Assist with student/client engagement activities.
- Assist with the scheduling of meetings as required.
- Liaise with regional University Centres and Campus offices on administrative matters.
- Prepare online purchase orders, which includes receiving goods, paying suppliers and liaising with them to obtain outstanding invoices for payment.
- Assist with and monitor payments for rental of space for department as necessary.
- Assist with the procurement, distribution and management of technology assets as needed.
- Assist the Head, DIL in the preparation of reports as requested.
- Assist with the coordination of any ad hoc special events or presentations.
- Implement and maintain an efficient online office filing system.
- Undertake any other related duties that may be assigned by the Head, DLI or designate.

Salary Range

- JMD \$1,530,987 – JMD \$1,942,014 per annum.
- Placement will depend on qualifications and experience.

Tenure

- Initial appointment will cover the period September 2026 – December 2026.

**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 – September 22, 2026