



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

ADMINISTRATIVE ASSISTANT (T) REGISTRY, SECRETARIAT

Applications are invited for the post of **Administrative Assistant**, Global Campus, Registry, Secretariat. The **Administrative Assistant** will provide comprehensive administrative and logistical support to the Co-Chairs and the Planning Committee throughout the planning, coordinating and implementation of the Climate Conference.

QUALIFICATIONS/EXPERIENCE

- A Bachelor's degree ideally in Business, Management, or related disciplines.
- Five (5) ordinary level certificates including, English Language and Mathematics.
- At least three (3) years relevant work experience.
- A professional certification in records management would be an asset.

KEY COMPETENCIES/SKILLS

- Excellent computer and internet skills.
- Good time management skills.
- Skilled in working with database and/or spreadsheet applications.
- Ability to communicate effectively both orally and in writing.
- Ability to organize and plan.
- Ability to work in a self-directed manner.
- An effective team player.

JOB RESPONSIBILITIES

- Coordinate and schedule Planning Committee meetings and related working group meetings.
- Prepare and circulate meeting agendas, papers, and supporting documentation.
- Attend committee meetings and record accurate minutes, action items, and decisions.
- Distribute meeting minutes and monitor follow-up actions.
- Draft, proofread, and distribute correspondence on behalf of the Committee Chair.
- Manage the conference email account and ensure timely responses to enquiries.
- Liaise with internal departments, regional campuses, partner institutions, sponsors, speakers, exhibitors, and other stakeholders.
- Maintain stakeholder contact lists and mailing databases.
- Maintain the conference planning workplan and monitor progress against agreed deadlines.
- Issue reminders regarding upcoming meetings, deadlines, and assigned tasks.
- Assist with venue bookings, travel and accommodation arrangements, virtual meeting arrangements, catering requests, and equipment needs.
- Maintain confidential and accurate records of committee decisions and conference planning documentation.
- Ensure version control of planning documents and templates.
- Support budget tracking by maintaining administrative records of expenditures and requests (where applicable).
- Assist with coordinating speakers, presenters, moderators, and special guests.
- Monitor registration updates and participant communications.
- Support volunteer coordination, if applicable.
- provide administrative support during the conference.

- Undertake any other related duties that may be assigned by the Committee Chair or Conference Secretariat in support of conference planning.

TENURE

- Initial appointment will cover the period September 2026 – May 2027.

WORK LOCATION

- This position can be located in Barbados, Trinidad and Tobago or Grenada.

Travel to Grenada will be required if the successful applicant is not located in Grenada.

**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 18, 2026

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