



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

PROGRAMME ASSISTANT (Administrative Assistant Level) ST. VINCENT AND THE GRENADINES

Applications are invited for the post of **Programme Assistant**, Global Campus Site, St. Vincent and the Grenadines. The Programme Assistant will assist with the management of programmes, administration of student affairs, marketing and outreach functions.

Qualifications/Experience

- A Bachelor's Degree in Management Studies, Education Administration, or related studies.
- Three to five (3-5) years' experience working in a tertiary level environment.
- Computer versatility and competence in the use of various computer software (e.g., Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Publisher).
- Secretarial and administrative skills would be an asset.

Key Competencies/Skills

- Excellent written and oral communication skills.
- Excellent relationship building skills with various clients of the University.
- Commitment to excellent customer service, particularly the philosophy of outstanding student care.
- Good interpersonal skills.
- Good time management skills.
- Strong organizational skills and ability to prioritize tasks and manage projects.
- Sound ability to interpret and disseminate information and to prepare reports.
- Ability to work independently and creatively.

Job Responsibilities

1.1 Management of Programmes and Student Affairs.

- Manage the application, registration and admission processes, both locally and regionally.
- Assist with monitoring student status within all programmes and Student Services Systems.
- Organize, enter and maintain the filing system with student records, while ensuring confidentiality, security and easy retrieval of files.
- Keep students informed on all issues relating to programmes and student affairs.
- Respond to enquiries from the students and public in a timely manner.
- Assist with the timetabling and scheduling of programmes and classrooms.

1.2 Assist the Head of Site or Programme Officer with the supervision of the examination process (both the UWI and external) and other assessments.

- Secure examination papers/student scripts.
- Assist with the organizing of the examination process.
- Organize the invigilation of all UWI examinations.

1.3 Under the general direction of the Head of Site or Programme Officer, assist with the quality assurance, marketing and outreach requirements of the department.

- Responsible for the administering of student evaluations across programmes.
- Review and verify mark sheets submitted by tutors for accuracy.
- Assist in the collation and preparation of reports of the student evaluations.
- Provide assistance in the development of new initiatives and efforts to improve the overall student experience.
- Provide assistance in the development and execution of various marketing and advertising initiatives and efforts, to raise the visibility and profile of the Global Campus.
- Liaise with the relevant partners in developing and hosting lecture series, workshops and other outreach activities.
- Assist with the implementation of the Site's annual marketing plan.
- Liaise with the relevant maintenance personnel.
- Assist with queries and arrange the setups for the rental of various conference spaces.

1.4 Undertake any other related duties that may be assigned the Head of Site designated person.

Salary Range

- EC \$36,763.58 – EC \$45,911.77 per annum.
- Placement will depend on qualifications and experience.

A WORK PERMIT APPLICATION WILL NOT BE MADE FOR THIS POSITION.

**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 – October 14, 2026

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