



# THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

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## ADVERTISEMENT

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### **PROGRAMME ASSISTANT (Administrative Assistant Level) BAHAMAS SITE**

Applications are invited for the post of **Programme Assistant**, Global Campus Site, Bahamas. 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.**

- 2 Responsible for the administering of student evaluations across programmes.
- 3 Review and verify mark sheets submitted by tutors for accuracy.
- 4 Assist in the collation and preparation of reports of the student evaluations.
- 5 Provide assistance in the development of new initiatives and efforts to improve the overall student experience.
- 6 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.
- 7 Liaise with the relevant partners in developing and hosting lecture series, workshops and other outreach activities.
- 8 Assist with the implementation of the Site's annual marketing plan.
- 9 Liaise with the relevant maintenance personnel.
- 10 Assist with queries and arrange the setups for the rental of various conference spaces.

**1.4 Any other job-related duties as assigned by the Head of Site.**

**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.open.uwi.edu/hrd/forms-documents>

**CLOSING DATE FOR RECEIPT OF APPLICATIONS – February 26, 2025**

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