



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

SENIOR SECRETARY GLOBAL CAMPUS COUNTRY SITE MONTEGO BAY, JAMAICA

The University of the West Indies Global Campus invites suitably and well-qualified applicants to fill the position of Senior Secretary at The UWI Global Campus Country Site, Montego Bay, Jamaica. The **Senior Secretary** will perform secretarial, supervisory and related functions to enhance the confidentiality and efficiency within the department.

Qualifications/Experience

- Three (3) CXC/O'Level subjects including English Language.
- Professional Secretarial Diploma/Certificate.
- Computer versatility and competence in the use of various computer software packages (e.g., Microsoft Word, Microsoft Excel, Microsoft Publisher, PowerPoint).
- At least six (6) years' experience, two (2) years of which must be at a senior level.

Key Competencies/Skills

- Good interpersonal, writing and communication skills.
- Good typing speed.
- Good work ethics and values.
- Good record of taking initiative, being innovative and processing problem-solving skills.
- Ability to get accurate, thorough and organized results in accordance with standards.
- Ability to function in a highly interactive and diverse customer-focused environment.
- Proficiency in the Global Campus' ERP systems (Banner, ARGOS, Microsoft Office Suite and other software).

Job Responsibilities

- Perform secretarial duties and co-ordinates activities related to local and regional programmes.
- Assist with the examination and registration process:
 - Assign classrooms for all programmes and other related activities;
 - Source tutors and prepare tutor packages;
 - Source invigilators and prepare invigilators' schedules;
 - Prepare teaching and examination timetables;
 - Prepare identification and examination cards.
- Prepare a record of each student's grades.
- Compile final grades and prepare graduation lists.
- Maintain a student database and organize/maintain a filing system of all documents and other work material, ensuring security and easy retrieval.
- Inform students of the cancellation of classes, examination and resets.
- Ensure that all notices including timetables and examination schedules are posted on noticeboards.
- Take dictation, minutes of meetings, etc. and reproduce same in required formats.
- Type/copy highly confidential documents and other work-related material e.g., examination questions, exemption letters, transcripts, etc.
- Assist with basic accounting functions including Banner operations.
- Assist with organizing seminars, conferences and meetings.
- Contact outreach agencies and set up practicum visits for local and regional programmes.
- Maintain an adequate supply of stationery and other office materials.
- Prepare travel itineraries and confirm accommodation and transportations arrangements.
- Oversee the general cleanliness and maintenance of the physical facilities and immediate surroundings of the office complex.
- Address student queries and assist the receptionist when necessary.

- Undertake any other related duties that may be assigned by the Head of Site or relevant managers.

Work Location

- The position will be located at The UWI Global Campus Country Site, Montego Bay, Jamaica.

**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 – August 23, 2024

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