



UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

INTERNAL ADVERTISEMENT

GRADUATE ASSISTANT

Interested persons are invited to apply for **Graduate Assistant** positions in the University's Graduate Assistant Programme. Students who will be starting a graduate degree in September 2018; and a current student who has completed one year of graduate studies can apply to be in the programme. This programme is for GATE funded students, non-GATE students and International Students.

AVAILABLE POSITIONS

- ❖ **Full-time position.** He or she must be a full-time graduate student and must be able to work forty hours per week.
- ❖ **Part-time position.** He or she must be a full-time graduate student and will be considered based on the part-time work schedule needs of the University and the ability to schedule such persons into the work schedule that complements the University's operations.

TERMS OF EMPLOYMENT

Graduate Assistant will be designated to any of the following job activities/positions:

- 1) Office Assistant
- 2) Receptionist
- 3) Teaching Assistant
- 4) Research Assistant
- 5) Administrative Assistant
- 6) Any other at the discretion of management

POSITION REQUIREMENTS

The applicant must:

- Be admitted to a Graduate Programme at the University of the Southern Caribbean.
- Provide a copy of the Acceptance Letter for the Graduate Programme.
- Be a former Undergraduate student of the University of the Southern Caribbean.

OTHER REQUIREMENTS

- A personable, discreet, highly motivated, and customer-oriented personality.
- Excellent communication and interpersonal relationship skills.
- Ability to work with diverse populations.
- Ability to interact with administration, departments, students and the community at large.
- Committed to high spiritual, moral and ethical standards of the University of the Southern Caribbean.

MODE OF APPLICATION

Interested applicants should submit a detailed curriculum vitae, and two (2) written recommendations, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DIRECTOR OF HUMAN RESOURCES
UNIVERSITY OF THE SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr@usc.edu.tt

Applications should be received no later than **June 08, 2018**.

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.