



UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITIES

ANTIGUA EXTENSION CAMPUS

Applications are invited from suitably qualified applicants for the position of Secretary at the Antigua Satellite Site.

SECRETARY

The Secretary will work under the direct supervision of the Coordinator of the Site. The position is responsible for providing office assistance and excellent customer service to USC students, faculty, staff and other visitors of the Antigua Campus.

DUTIES AND RESPONSIBILITIES

- Perform administrative duties and ensure efficient management of the office
- Arrange meetings and other engagements of the site coordinator
- Works collaboratively with the Coordinator of the site and the Finance personnel on Main Campus to ensure a system is in place for timely collection and remittance of tuitions and fees.
- Acts as liaison between key departments of the main campus, Education Director of the Mission, staff and students.
- Keeps an accurate record of students enrolled at the institution
- In collaboration with the Coordinator and the Admissions and Records staff on main campus, establishes a system to facilitate complete registration of students in a timely manner.
- Participate in marketing the programs offered in the sites in the locale
- Maintain list of and keep in contact with prospective students
- Assist in the registration and orientation program
- Purchase Office Supplies and make bill payments where applicable
- Coordinates visits for officials from main campus and other visits of the Coordinator.
- Maintain accurate files and records, both computerized and manual.

QUALIFICATION AND EXPERIENCE

- Associate Degree in Business Administration or related discipline
- BA Business Administration is preferred
- Three plus years of administrative support experience, or experience working in an academic environment
- Knowledge of basic accounting and computing

OTHER REQUIREMENTS

- Willingness to learn the admissions guidelines and requirements of the University
- High level of confidentiality
- Computer skills
- Excellent communication and customer service skills
- Willingness to work flexible hours including afternoon shifts if necessary
- Demonstrates good judgment and initiative
- Excellent time management and organizational skills
- Commitment to the values and philosophy of the USC

Applications should include detailed curriculum vitae, and two (2) written recommendations, with one being from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

hr@usc.edu.tt or gores@usc.edu.tt

Applications should be received no later than **December 14, 2017**

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