



## 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](mailto: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.*