



## **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 have started a graduate degree or will be starting in January 2019 may apply. This programme is for GATE funded students, non-GATE students and International Students.

#### **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 a former Undergraduate student of the University of the Southern Caribbean;
- 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 full-time Graduate student who is able to work forty hours per week.

#### **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 **Tuesday, January 22, 2019.**

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