

THE UNIVERSITY COUNCIL OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

POSITION: Administrative Assistant
DEPARTMENT: Accreditation
CLASSIFICATION: GMG/AM 3

Summary of Duties:

The Administrative Assistant provides administrative support to the Accreditation Department and is accountable to the Director of Accreditation.

Duties and Responsibilities:

1. Maintains databases of:
 - a) Registered institutions and accredited programmes;
 - b) Assessors;
2. Monitors database of institutions and programmes and keeps Officers aware of current status;
3. Maintains calendars, schedules, and makes local and overseas travel arrangements for the Accreditation Unit;
4. Assists in the planning of workshops, seminars, conferences and other activities for institutional and assessors training, and public information such as Quality Assurance Week events;
5. Screens and refers callers; provides detailed responses to information requests and questions about programmes and activities. Relays important instructions and messages;
6. Schedules and places telephone calls;
7. Maintains an efficient and up-to-date records management system for the Accreditation Unit;
8. Performs research as required;
9. Enters and manipulates data and information by creating word processing templates, form letters, simple databases, tables and spreadsheets;
10. Prepares correspondence and materials including reports for reproduction and distribution for meetings including those for the Accreditation, Curriculum and Development (AC&D) Committee and Council;
11. Prepares agendas and materials in accordance with established practices; takes minutes at meetings; composes drafts of proceedings;
12. Operates office equipment, including personal computers, fax machine and photocopier;
13. Performs any other job-related duties which may be assigned by the Director of Accreditation for the smooth running of the Unit and Council.

JOB SPECIFICATION

Required Qualifications: At least a bachelor’s degree in Business Administration/ Management Studies, Public Administration or related discipline

Required Knowledge: Knowledge of records management
Knowledge of office and administrative procedures

Required Skills: Demonstrated ability to be self-directed and well organized.
Ability to maintain strict confidentiality.
Strong interpersonal skills
Attention to detail and ability to multi-task
Flexibility, initiative and reliability
Excellent written and oral communication skills.
Strong organizational, research and analytical skills
Proficiency in the use of Microsoft Office applications

Required Experience: At least five years’ experience as a senior secretary or administrative assistant in a public or private sector organization

Required Travel: The post requires travelling. Incumbent therefore must possess a reliable motor vehicle and a valid driver’s license and be willing to travel across the island.

Employee (Print Name)

Supervisor (Print Name)

Employee Signature

Supervisor’s Signature

Date

Date

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.