



THE UNIVERSITY COUNCIL OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

POSITION: EXECUTIVE ASSISTANT
CLASSIFICATION: GMG/SEG 1
DEPARTMENT: EXECUTIVE ADMINISTRATION
REPORTS TO: EXECUTIVE DIRECTOR
DIRECT REPORTS: SENIOR SECRETARY
POST NUMBER: 298395

JOB PURPOSE

- The Executive Assistant provides personal and confidential administrative support to the Executive Director and Board of Directors. This position is accountable to the Executive Director.

Key Responsibilities:

- Assists in monitoring to ensure that the UCJ's policies and procedures are in place, up-to-date and relevant and that their implementation is being carried out in an effective and efficient manner;
- Assists in coordinating the strategic planning process;
- Follows up with staff to ensure timely submission of operational plans, work plans and monthly reports;
- Provides administrative support for the negotiation, ratification and maintenance of memoranda of understanding;
- Maintains the Executive Director's calendar, setting appointments, and briefs the Executive Director each day on the schedule;
- Arranges travel for the Executive Director including purchasing of airline tickets, hotel reservations, creating and maintaining schedule for all trips, including meetings, logistics, and events;
- Manages the Executive Director's email inbox by screening all incoming mail, determining how best to route certain questions and inquiries, and responding to selected messages;
- Responds to incoming calls and requests;
- Relays relevant information to staff to ensure action by the appropriate staff member;
- Organizes and maintains efficient filing system for the Executive Director's office, including subject, index, and/or cross-reference files;
- Maintains database of relevant information for Executive Director, including entering new contacts, updating contacts, and running reports;
- Coordinates materials or reports for distribution;
- Proofreads typed or printed work and checks records and reports for grammatical construction, completeness, clerical, arithmetical, and typing accuracy, and for

THE UNIVERSITY COUNCIL OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

- compliance with established standards and special instructions;
- Prepares/ drafts correspondence on behalf of the Executive Director;
 - Prepares/ edits visual presentations for the Executive Director
 - Acts as liaison between Executive Director's office and other organizations;
 - Conduct research, compiles data and prepares papers for consideration and presentation to the Executive Director, staff and Board of Directors;
 - Creates, transcribes, and distributes meeting agendas, notices and minutes;
 - Supervises volunteers and other support personnel;
 - Maintains the office calendar to coordinate work flow and meetings;
 - Coordinates/ participates in meetings, conferences, and other activities;
 - Manages/ coordinates special projects as needed;
 - Assists with clerical duties such as photocopying, preparing packages, telephone calls, mail-outs, etc.
 - Assist the Process Owner in the maintenance of the core and supporting processes associated with the UCJ's Quality Management System
 - Assist the Process owner in the implementation of proactive solutions to continually improve the core process
 - Assist the Process Owner in monitoring customers' requirements associated with core and supporting processes of the UCJ's Quality Management Systems

Required Competencies:

- Knowledge of records management
- Knowledge of office and administrative procedures
- Demonstrates ability to be self-directed and well organized.
- Ability to develop effective systems to ensure the smooth operations of the Executive Office.
- Excellent organizational skills with the ability to work to meet tight deadlines
- Ability to think proactively and laterally to maximize opportunities to promote the work of the organization
- Excellent calendar management skills, including the coordination of complex executive meetings
- Ability to maintain strict confidentiality.
- Excellent social skills, able to operate with diplomacy, tact and empathy
- Strong interpersonal skills
- Strong ability of attention to detail with a high level of accuracy and ability to multi-task
- Flexibility, initiative and reliability.
- Excellent written and oral communication skills.
- Strong organizational, research, analytical and critical thinking skills
- Proficient in the use of Microsoft Office applications



THE UNIVERSITY COUNCIL OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Qualifications and Experience:

- Bachelor's degree in Business Administration/ Management Studies, Public Administration or related discipline
- At least five years' experience providing support at the executive level
- Experience in scheduling overseas travel arrangements for management staff

Employee (Print Name)

Supervisor (Print Name)

Employee Signature

Supervisor's Signature

Date

Date

Version	Description of changes	Approved by	Revision Date
1.0	N/A	Althea Heron (Mrs) Executive Director, UCJ	September 11, 2017
2.0	Deleted Board of Director's Support section	Althea Heron (Mrs) Executive Director, UCJ	June 13, 2018