Applications are invited for the position of Administrative Officer in the Registry of Student Services, UWI, Open Campus.

QUALIFICATIONS AND EXPERIENCE

The candidate should possess the following.

- A master’s degree in management, project management or another related discipline.
- Proven IT skills with experience in office software.
- Strong administrative skills and organizational ability.
- Ability to communicate effectively, both orally and in writing.
- Good knowledge of administrative procedures, preferably within the UWI context.
- Minimum of five years management experience in a relevant context.
- Experience in project management.
- Experience working in a distributed environment.

Experience in budgeting would be an asset

JOB SUMMARY

The Administrative Officer will plan, organize and implement the functions assigned in keeping with the established procedures.

DUTIES AND RESPONSIBILITIES

The Administrative Officer will:

1. Assist the Registrar with the preparation of the budget for the Registry
2. Support the Registrar in monitoring and reporting on the financial resources of the Registry
3. Coordinate the preparation of reports on the activities of the Registry
4. Oversee the quality assurance framework for Registry functions
5. Support the organization of university meetings, seminars, workshops and conferences
6. Coordinate activities which focus on staff development
7. Coordinate the procurement and installation of office equipment and furniture
8. Manage special projects as assigned by the Registrar
9. Undertake other duties as assigned by the Registrar in keeping with the functioning of the Registry.
PERSONAL ATTRIBUTES

The successful applicant should have:

• strong interpersonal and communication skills
• ability to work independently
• competence in the use of Microsoft office and a variety of management information systems; experience in working within a changing technical environment
• experience in working in a distributed environment

ACADEMIC LEVEL

Assistant Lecturer/Lecturer

WORK LOCATION

Although this position will be physically located within the Open Campus in Trinidad, the successful applicant may be required to travel throughout the Caribbean as part of his/her job responsibilities.

Detailed applications should be sent as soon as possible to:

The Director of Administration/University Registrar
Office of Administration
The Vice-Chancellor
UWI
Mona, Kingston 7
Jamaica
oadmin@uwimona.edu.jm

Applications should include (i) full particulars of qualifications and experience, date of birth, marital status and nationality; (ii) the names, titles, mailing and e-mail addresses, fax and telephone numbers of three referees (one of whom should be from your present organization).

Application forms, further particulars of the post and full details of the remuneration package are available from the Office of the Director of Administration / University Registrar.

Applicants are advised to request their referees to send references under CONFIDENTIAL cover directly to the Director of Administration/University Registrar without waiting to be contacted by the University.

CLOSING DATE FOR RECEIPT OF APPLICATIONS – November 21, 2008
FURTHER PARTICULARS

ADMINISTRATIVE OFFICER
In the Registry of Student Services

GENERAL

1. The University of the West Indies, Open Campus serves the following English-speaking Caribbean countries:

   - Anguilla
   - Antigua & Barbuda
   - Bahamas, The Commonwealth of
   - Barbados
   - Belize
   - British Virgin Islands
   - The Cayman Islands
   - The Commonwealth of Dominica
   - Grenada
   - Jamaica
   - Montserrat
   - St. Christopher & Nevis
   - St. Lucia
   - St. Vincent & The Grenadines
   - The Republic of Trinidad & Tobago

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in the above countries. The UWI on-campus student population is currently over 40,000 full-time equivalent students.

THE OPEN CAMPUS

3. The UWI is now a dual mode institution, providing face-to-face instruction as well as programmes by Distance Learning. Members of the academic staff may be called upon to deliver teaching by either mode and to assist in the preparation of the course material for the Distance Education mode.

4. In a major initiative to grow the student population and service the widely dispersed needs of country partners, the University has launched the Open Campus, an entity that is built on existing success in distance education and continuing studies throughout the Caribbean. The current population of distance students and continuing education students is over 20,000 today and it is hoped to grow to over 40,000 Open Campus students by 2012. Open Campus currently employs a wide variety of distance delivery methods and has 52 education centres in 16 different English speaking countries and a staff of almost 400 professionals to support our growing student population.

THE POSITION

5. The Administrative Officer reports directly to the Registrar, supervises the Clerical Assistant and liaises with registry staff at all levels as well as other Open Campus staff in the Offices of Administration, Computing and Technical Services and Open Campus Country Sites.
LEVEL
6. Assistant Lecturer/Lecturer, depending on qualifications and experience.

WORK LOCATION
7. Open Campus faculty and staff are located on the Cave Hill campus in Barbados, the Mona campus in Jamaica and St Augustine in Trinidad, and Open Campus sites exist in all countries contributing to the University and are managed by Heads of Centres or Site Coordinators in collaborating institutions.

8. The Administrative Officer may be required to travel throughout the Caribbean in fulfilling his/her obligations to ensure that students of the Open campus are provided excellent services, and therefore can live and work from any location within the Caribbean that has a reliable Internet connection, telecommunications service and airport hub.

TENURE
9. Appointment will be for three years in the first instance.

KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED
10. The successful applicant should have:

- a master’s degree in management, project management or another related discipline
- minimum of five years management experience in a relevant context
- strong interpersonal and communication skills
- competence in the use of Microsoft office and a variety of management information systems
- experience in working within a changing technical environment
- experience in working in a distributed environment