ADDITIONAL ASSISTANT – UWI Open Campus OCHO RIOS

The University of the West Indies Open Campus invites suitably qualified applicants to fill the position of Administrative Assistant at the UWI Open Campus Ocho Rios Site. Candidates should possess a Bachelors Degree in Management Studies, Accounting, or related Social Sciences discipline with excellent knowledge of administrative and accounting procedures. Candidates must also have at least three years relevant experience in either a public or private sector corporation, or non-governmental organization, preferably an educational institution. Knowledge and experience in an online and distance learning environment would be an advantage. Candidates should have good interpersonal skills, the ability to communicate effectively both orally and in writing.

Under the general direction of the Head of Site, the successful candidate will be required to:

• oversee the day to day operations of the office by supervising and monitoring support staff;
• carry out administrative, admissions, registration and examination responsibilities;
• co-ordinate outreach activities such as public lectures, seminars, workshops, conferences and social functions;
• assist the Head of Site with the preparation and monitoring of budget for sites
• gather and collate data for relevant site reports.

The successful applicant should possess the following knowledge, skills and experiences:

• Excellent computer and Internet skills
• Ability to organize and plan
• Be an effective communicator
• Skilled in working with database and/or spreadsheet applications
• Good time management
• Be an effective team player
• Ability to work with minimum supervision.

Please submit application with curriculum vitae and the names of at least three referees to reach the Director of the Open Campus Country Sites, by June 3, 2009. Please write under CONFIDENTIAL cover to:

The Director Human Resources,
The University of the West Indies Open Campus
c/o The Director Open Campus Country Sites
12 Gibraltar Camp Way,
The University of the West Indies
Mona Campus, Kingston 7

Additionally, you must send in advance, an electronic version to email address: openpages@open.uwi.edu.

Please note that an electronic version alone will not be acceptable.
Applicants are advised to ask their referees to send references under **CONFIDENTIAL** cover DIRECTLY to the HR Director c/o the Director Open Campus Country Sites without waiting to be contacted by the University. References MUST reach the UWI Open Campus by June 3, 2009.

For further particulars of the post, please contact us by email at opensites@open.uwi.edu

Only applicants selected for an interview will receive notification.