



# UNIVERSITY COLLEGE CAYMAN ISLANDS

## Job Description

### 1. DESCRIPTION

Title :	Administrative Assistant - VP
Jobholder:	
Reports to:	Vice President
Department:	Administration

### 2. DIMENSION

The Administrative Assistant is the principal aide to the VP providing specialized services and support on an extensive range of matters of institutional importance. The Administrative Assistant ensures that key ongoing projects are effectively designed, coordinated, managed, implemented, evaluated, and meet scheduled deliverables while maintaining effective relationships with key internal and external partners.

The Administrative Assistant assists the VP and senior University leadership, faculty, staff, and students, as well as a wide range of external partners, on a breadth of strategic, operational, and organizational matters.

The individual reports to the VP. This position performs complex secretarial duties of an administrative nature and assists the Vice-President and Deans in day-to-day operations.

### 3. TERMS OF APPOINTMENT

- The Administrative Assistant-VP is appointed by the President.
- An appointment as Administrative Assistant-VP is for a contractual period determined by the President or his/her designee.
- Continuation of an appointment as Administrative Assistant-VP is subject to a satisfactory annual performance review.

### 4. CRITERIA FOR APPOINTMENT

The criteria for appointment as Administrative Assistant-VP are as follows:

i) Minimum Qualifications:

Bachelor's degree and a minimum of five (5) years of demonstrated relevant experience reporting to and providing advanced administrative support.

**Knowledge, Skills, and Abilities:**

- Strong interpersonal and communication skills with the capacity to be confidential.
- Ability to foster a cooperative work environment.
- Knowledge of Microsoft Office.
- Knowledge of the principles of office management and of office procedures, systems, and equipment.
- Effective written and verbal communication skills.
- Excellent time management skills.
- Problem-solving and prioritization skills.
- Ability to organize and coordinate functions and tasks.
- Initiative balanced with judgment when responding to requests.
- Speedy and accurate data entry skills with strong attention to detail.
- Ability to adapt to changing organizational needs.
- Ability to use independent judgment and discretion.
- Ability to take initiative and follow through.
- Monitors and reports on activities and provides relevant management information.
- Performs job duties in a safe and efficient manner.

**5. REMUNERATION**

The Administrative Assistant-VP shall receive a remuneration determined by the President based on the contractual arrangement.

- Salary Scale: Grade M

**6. ACCOUNTABILITIES**

The Administrative Assistant-VP shall be accountable to the VP of the University College of the Cayman Islands for the following:

**Institutional Commitment**

- Service – promotes the social and intellectual growth of all students at UCCI.
- Professionalism – recognizes diversity in UCCI's organizational culture; understands department and UCCI policies and promotes an environment conducive to learning; demonstrates professional conduct in discussing and dealing with internal issues; maintains a balance of work and personal life while engaging in new knowledge to enhance personal growth and skills; and adheres to UCCI policies regarding social conduct, attendance, and dress code.
- Privacy and Confidentiality – engages in a confidential and professional manner in all conversations, written and electronic information regarding students, and in accordance with UCCI's privacy and legal requirements.
- Communication – maintains good relationships with UCCI's clients including students, visitors, and colleagues, even when facing pressure situations and confrontations.

- Commitment to colleagues – shows respect for colleagues and provides constructive feedback when needed.

### **Accountabilities Specific to the Role**

- Serves as a resource person on behalf of the VP for students, faculty, staff, and the public.
- Prepares meeting agendas.
- Attends meetings as required and serves as the recording secretary with responsibility for the distribution of said minutes to relevant parties.
- Assists the VP and Deans in the preparation and compilation of information and documents.
- Orders office supplies for the VP and Deans.
- Prepares memorandums, letters, and correspondence.
- Responsible for establishing and maintaining official documents and records in appropriate files.
- Makes appointments, schedules meetings, and coordinates travel arrangements.
- Answers calls and manages personal calendars for VP and Deans.
- Performs miscellaneous job-related duties as assigned by VP or Dean.
- Maintains a current list of all projects and activities that the VP is involved in, ensuring schedules are kept.
- When required, takes the main role in projects specified by the VP.
- Keeps abreast of the work of the AAC and helps to organize and prepare for these meetings.
- Creates and maintains important files.
- Keeps informed of the work of all committees in which the VP is involved to ensure all matters are up to date.
- Develops and maintains professional relationships with Deans, all faculty, and staff.
- Has the capability to review documents making substantial changes to academic documents and articles.

### **7. BACKGROUND INFORMATION**

The University College of the Cayman Islands is a corporate body, which operates under the ambit of Government and is overseen by a Board of Governors. The primary area covered by the job is to ensure that the Administrative Assistant is functioning in alignment with the VP's direction.

The post holder is expected to work independently, with minimal supervision, and function as an integral member of the UCCI team.

### **8. ASSIGNMENT AND PLANNING OF WORK**

The post holder will identify and allocate to him/herself projects and activities within the scope of responsibilities as laid down in the Principal Accountabilities and under the supervision of the President.

### **9. SUPERVISION OF OTHERS**

None.

## 10. OTHER WORKING RELATIONSHIPS

Internal:

- President
- Cabinet
- All Staff

External:

- Board of Governors
- Public and Private Enterprises
- Community-based Organizations
- Government and other SAGCs

## 11. DECISION-MAKING AUTHORITY AND CONTROLS

The post holder may take decisions on matters within the ambit of the principal accountabilities, generally regarding various projects assigned and within the overall guidelines established for the section's operation.

## 12. WORKING CONDITIONS

This is normally an office-based position with attendance at off-campus meetings with external entities as required.

<b>Post-holder</b>		Date:	
<b>Manager:</b>		Date:	
<b>President &amp; CEO:</b>		Date:	