



THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

ADVERTISEMENT

CLERICAL ASSISTANT (TEMPORARY) COURSE DELIVERY DEPARTMENT ACADEMIC PROGRAMMING AND DELIVERY DIVISION TRINIDAD AND TOBAGO

Applications are invited for the post of **Clerical Assistant (Temporary)** in the Course Development Department of the Open Campus, Academic Programming and Delivery Division. This position is funded by the “Strengthening Distance Education in the Caribbean” (SDEC) financed by Global Affairs Canada (GAC).

The Academic Programming and Delivery (APAD) Division of The UWI Open Campus is responsible for the planning, development and delivery of Open Campus academic programming. One of APAD’s Departments, the Course Development Department (CDD), is responsible for the development of programmes. The focus of the CDD is to ensure that all programmes are developed to a high standard and that they continually meet the needs of our most important client group - our students.

QUALIFICATIONS AND EXPERIENCE

Candidates for the position should possess:

- five (5) Ordinary Level Passes including English Language and Mathematics;
- strong interpersonal skills, the ability to communicate effectively both orally and in writing, and good time management skills;
- excellent computer and internet skills; and
- any familiarity or experience with online learning or tertiary programmes is an asset.

MAJOR RESPONSIBILITIES

The successful candidates will be expected to:

- assist the Head of Department (HOD) with timely monitoring and management of the department's work plan;
- maintain a database of department contacts;
- prepare monthly statements on status of contracts for attention of the HOD;
- prepare Course Developer, Peer Reviewer and part-time Instructional Developer contracts and manage process for signatures;
- process contractor invoices, approvals and payments;
- assist with formatting of approved course outlines and archiving via the OC Intranet;
- create OCMS profiles for contractors to access IPM and library resources;
- perform general administrative support for department activities as needed;
- perform any other duties that may be assigned from time to time.

TENURE

- The contract for this position will be for one (1) year.
- Renewal of the position will be dependent upon the identification of ongoing funding.

CONTRACT TYPE

- This is an administrative contract position associated with the SDEC Project. Successful candidates will receive an annual compensation package commensurate with their qualifications and experience. This package will not attract the same benefits received by UWIOC staff.

NB: INTERNAL STAFF

- Staff internal to the Open Campus should note that positions funded by the SDEC/GAC are temporary and the Open Campus cannot guarantee that substantive positions will be held for the duration of the project.

The OC is a young and rapidly growing campus of The University of the West Indies. It should be expected that specific assignments and job responsibilities would evolve over time. We seek individuals who are adaptable and comfortable with change, growth and transformation.

Applications should be made on forms obtainable from The UWI Open Campus website: <http://www.open.uwi.edu/hrmd/employment-opportunities> and sent via email as soon as possible, along with an up-to-date curriculum vitae to:

The Director of Human Resources
C/o The University of the West Indies
Open Campus

Via Email: human.resources@open.uwi.edu

Applicants are advised to request referees to send references under CONFIDENTIAL cover directly to the Director of Human Resources, without waiting to be contacted by the University.

CLOSING DATE FOR RECEIPT OF APPLICATIONS – August 21, 2016