Position: Administrative Assistant (4 positions)
Duty Station: Harper, Maryland County
Minimum Qualification: BA/ BSc/BBA.
Commencement of Employment Period: September 1, 2015
Closing Date for the Submission of Application: Open Until Filled
Salary Range: Commensurable Salary
Other Benefits: Shared Transportation, Relocation Allowance, Medical Insurance

Position Requirements:
The successful candidate shall have at least a bachelor’s degree, preferably in Management or other related courses, with a minimum of three years (3yrs) job experience; have specialized training in office practice and procedure, administrative and managerial practices and their applications; be able to effectively conduct a variety of office functions; be proficient in Word, Excel, Power Point and Access; have working knowledge of various research methods; and must also have good English grammar and general communication skills.

This position reports to the Associate Vice President for Academic Support Services, The Director of Students Development and learning Support Services, Director, for Gender and Development and the Coordinators for the University Entrepreneurship Education Program.

Position Description:

- Administer the office of the Various offices assigned to Office of your supervisor;
- Track and maintain the budget and expenditures of the office and the division; and conduct Quarterly reconciliation;
- Handle respective correspondence for the office and the division in accordance with accepted Standards and/or operating procedures of the University;
- Manage calendar and prepare and maintain supervisor’s schedule;
- Prepare sensitive materials for supervisor’s action, including appointments, performance evaluations, reappointments, promotions and tenure decisions;
- Prepare and circulate citations and packets for meetings, and ensure the facilitation of same;
- Draft minutes, reports and related documents for supervisor’s review and/or signature;
- Assist in the collection and analysis of data, and the preparation and distribution of reports;
• Maintain an electronic and manual management information system for the office and the division;
• Maintain an adequate supply level; monitor and report on usage; prepare replenishment requisitions;
• Serve as proxy for/representative of your Supervisor as designated by supervisor proper;
• Perform any other duties as directed by the Supervisor.

The ideal candidate must submit the following materials:

1. A letter addressing key areas of the position and how the candidate’s experience and expertise would benefit the University

2. CV

3. Copy of degree(s) and Certificate(s)

4. 3 references, including names, titles and contact numbers

Interested applicants should please submit their applications to: job@tubmanu.edu.lr;

Or The Human Resource Office W.V.S. Tubman University Harper, Maryland County