



**BARBADOS
COMMUNITY
COLLEGE**
MANY STUDIES • ONE COMMUNITY

OFFICE OF THE HUMAN RESOURCES &
LABOUR RELATIONS
TELEPHONE (246) 426-2858
FAX (246) 429-5935

“Eyrie”
Howell’s Cross Road
St Michael
Barbados BB11058

JOB DESCRIPTION SENIOR CLERK

JOB TITLE:	Senior Clerk
SALARY:	\$3,402.68 - \$3,957.62 (Z23-17)
WORK AREA:	Office of the Registrar
TIME OF WORK:	8:30 a.m. to 4:00 p.m., Monday to Friday with one (1) hour for lunch.
REPORTS TO:	Registrar
LIAISES/WORKS WITH:	Assistant Registrars Secretary to the Registrar Divisional/Departmental Heads Clerical Staff – Accounts Department Clerical Staff – Office of the Registrar
SUPERVISES:	Telephone/Operator

SUMMARY OF CORE FUNCTIONS:

The Senior Clerk, under the direction of the Registrar, provides support and assistance to the Registrar’s Office, for the management of the international students’ desk, graduation coordination and all short courses administered by the College.

LIST OF DUTIES:

- Under the guidance of the Registrar and appropriate divisional heads approve and allocate housing for international students.
- Visiting and liaising with homeowners of host families to ensure compliance with standards for housing.
- Ensuring a clean and up to date database of accommodation for international students and producing timely reports on accommodation, including incidents of complaints and dissatisfaction.
- Drafting of communication and disseminating information to the administrative support staff to be used for student release.
- Monitoring and supervision of the Messenger/Driver, the use of college vehicles, and internal and external mail.
- Responsible for collating information on student visas and liaising with government agencies on the requirements.
- Responsible for administrative aspects of graduation under the guidance of the Assistant Registrar (Student Affairs).
- Ensuring that the accounts receivable related to the students' accounts are well maintained through collaboration with the accounts department.
- Preparing and recording of meeting minutes.

QUALIFICATIONS / EXPERIENCE:

- Four (4) subjects, including English Language at CXC General one or two
- Good knowledge and use of the Microsoft Office suite
- Three (3) years' experience in an administrative role
- Ability to perform in a supervisory role
- Valid driver's license and access to transportation.
- An associate degree in management, office administration or related discipline will be an asset.

KNOWLEDGE REQUIREMENTS:

- Demonstrate knowledge of the mission and vision of the organization.
- Extensive knowledge of the functions and duties of the post and how they contribute to the mission and vision.
- Relevant knowledge of the Public Service Act CAP. 25.
- Relevant knowledge of the Employment Rights Act (ERA) 2012-19.
- Relevant knowledge of the Safety & Health at Work Act 2005-12.
- General knowledge of the BCC Staff Manual.
- Computer literacy.
- Telephone etiquette.
- Knowledge of operating electronic equipment provided.

SKILLS AND ABILITIES:

- Must have an effective and visible leadership style.
- Must have effective listening skills.
- Must have good interpersonal and organizational skills.
- A commitment to collaboration and shared governance.
- Proficiency in the use of all Microsoft applications.
- Demonstration of good Time Management skills.
- Excellent Oral and written communication skills.
- Ability to work with minimum supervision.
- Ability to work speedily and accurately under pressure.
- Ability to maintain a high level of confidentiality.
- Ability to work as part of a team.

ON THE JOB TRAINING: As required.

DESIRABLE TRAITS:

- Must be prepared to keep up to date in profession.
- Must be willing to encourage and support organizational initiatives.
- Must be willing to share information, knowledge and resources with others when required to do so.
- Must maintain high moral and ethical standards.

CONDITIONS OF SERVICE:

- Permanent in nature.
- Sick days will be allowed but not to exceed two (2) days, after which you will be required to submit a medical certificate.
- **Less than 5 years**
Twenty-one (21) days' vacation leave per calendar year, fourteen (14) of which must be taken annually or lost. There is a maximum accumulation of seventy-eight (78) days. In either case, five (5) of the fourteen days must be taken consecutively.
- **More than 5 years**
Thirty (30) days' vacation leave per calendar year, fourteen (14) of which must be taken annually or lost. There is a maximum accumulation of seven (70) days. In either case, five (5) of the fourteen (14) days must be taken consecutively.
- Twenty-one (21) days' sick leave, may be granted per calendar year in the case of serving officers, or fourteen (14) days per calendar year in the case of temporary officer.