



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

INTERNAL ADVERTISEMENT

GRADUATE ASSISTANT

The University of the Southern Caribbean is in pursuit of introducing the Graduate Assistant Program beginning September 1, 2017.

TERMS OF EMPLOYMENT:

Graduate Assistant will be designated to any of the following job activities/positions:

1. Office Assistant
2. Receptionist
3. Teaching Assistant
4. Research Assistant
5. Administrative Assistant
6. Any other at the discretion of management

He or she must be a full time graduate student and be able to work forty hours a week. The appointment will be for two academic years.

POSITION REQUIREMENTS:

The applicant must be:

- Admitted to a Graduate Programme at the University of the Southern Caribbean
- A former Undergraduate Student of the University of the Southern Caribbean

OTHER REQUIREMENTS

- A personable, discreet, highly motivated, and customer-oriented personality
- Excellent communication and interpersonal relationships skills
- Ability to work with diverse populations
- Ability to interact with administration, departments, students and the community at large
- Committed to high spiritual, moral and ethical standards of the University of the Southern Caribbean

MODE OF APPLICATION

Interested applications should submit a detailed curriculum vitae, and two (2) written recommendations, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**DIRECTOR HUMAN RESOURCES
THE HUMAN RESOURCE DEPARTMENT
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us hr@usc.edu.tt

Applications should be received no later than June 29, 2017

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.