



## **Job Vacancy** **Secretary**

Applications are invited from suitably qualified persons for the post of **Secretary** at the Eugene Dupuch Law School, Nassau, The Bahamas. The Eugene Dupuch Law School is a regional institution that is administered by the Council of Legal Education (Caribbean).

The Secretary will offer support to the Office of the Registrar by providing administrative support and performing general secretarial functions for the Law School, through assisting with the coordination of events and travel for students and staff; preparing and distributing various documents; and by maintaining proper records for applicants for admission, student and alumni.

### **MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

1. Associate Degree or relevant Professional Certification; and  
At least three (3) years' relevant work experience or;
2. Three (3) years previous experience in an acting or interim administrative/secretarial role at the Law School, as well as a demonstrated proficiency in English, written and spoken

### **Knowledge**

1. Sound knowledge of modern office procedures and methods, including telephone communication, office systems and record-keeping.
2. Sound knowledge of modern business communication, including styling and formatting of letters, memoranda, minutes, and compiling reports.

### **Skills**

1. Demonstrated computer literacy and proficiency in the use of Adobe scanning software and Microsoft Office Suite with an emphasis on Word, Excel, Outlook, Publisher and PowerPoint.
2. Very good customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
3. Very good interpersonal skills, with the ability to relate effectively to persons at all levels.
4. Very good problem solving and analytical skills.
5. Demonstrated ability to be flexible and to appropriately respond to changing circumstances.
6. Strong oral and written communication skills.
7. Strong organisational skills in order to manage priorities in a dynamic and fast-paced environment and meet deadlines.
8. Ability to work independently as well as within teams.

### **Attitudes**

1. Exercises a very high level of confidentiality at all times.
2. Demonstrates tact and diplomacy and discretion in all forms of communication at all times.
3. Is an independent thinker, self-starter, self-motivated, hardworking, responsible, accountable, and energetic and has a positive approach to work and other activities of the Law School.
4. Is able to work under pressure while exercising patience and tolerance.
5. Pays keen attention to detail and accuracy in work.

### **Secretarial Responsibilities**

1. Greets and assists students or the public visiting or calling the Law School by answering or referring inquiries.
2. Initiates and prepares letters, student manuals, grade sheets, minutes, and other documents.
3. Design and produce documents such as forms, invitations, reports, course manuals, handbooks, programmes and brochures.
4. Consistently updates and culls the electronic and physical filing systems of the Law School, per prescribed standards.

5. Assists with the planning and execution of the logistics for the various meetings of committees of the Law School and the Council of Legal Education including the preparation, collation, and distribution of all relevant documents and making the administrative arrangements around dates, times, and location for same.
6. Assists with the planning and execution of the logistics for the various events of the Law School including making administrative arrangements for graduation, distinguished lectures, and other law school activities.
7. Assists with the public relation initiatives of the Law School.
8. Assists with the distribution and collection of assignment and examination scripts in a timely manner.
9. Assists with the compilation of grades and worksheets needed for the approval of same.
10. Prepares transcripts and ensures fee collection for same.
11. Processes all applications and advise students on the result of their applications.
12. Prepares student registration packages.
13. Open and maintain files for applicants to the Law School and ensure fee collection for same.
14. Consistently updates the alumni database, particularly before graduation.
15. Arranges travel and lodging for members of the Council of Legal Education, Tutors, and Senior Administrative staff of the Law School.
16. Prepares Minutes of meetings.
17. Proposes changes to processes and procedures, formats of documents, and standards for office correspondence.
18. Proofreads and corrects prepared materials for correct grammar, format, completeness, and content.
19. Actively follows up on outstanding matters.
20. Maintains confidentiality of documents and information received.
21. Ensure that meeting spaces are set-up and organized for events.
22. Provides support to Tutors as may be necessary.
23. Contribute to team effort by accomplishing related results as needed.
24. Performs other job-related duties that may be required.

#### **Professional**

1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Is compliant with the Council of Legal Education Regulations and EDLS organisational policies and procedures.
4. Maintains professional conduct based on the EDLS' core values, policies, and procedures.
5. Promotes healthy working relationships with co-workers and external stakeholders.

#### **Other duties**

1. Provides relief for clerical staff on vacation or out-of-office.
2. Provides administrative/clerical support to other areas of the Law School as assigned.
3. Assists with the invigilation procedures at examinations.
4. Assists with Orientation Week activities.
5. Performs other job-related duties that may be required to support the strategies of the department's Operational Plan.

#### **Reporting Relationships:**

Reports directly to the Registrar.

#### **The Application**

A letter of application, curriculum vitae and supporting documents, a police certificate of good character and references from three (3) referees should be emailed not later than **Friday November 29, 2024**, to [HR@edls.edu.bs](mailto:HR@edls.edu.bs).

**The Eugene Dupuch Law School recognises the time and effort it takes to apply for a position and thanks all applicants for their interest. However, only short-listed applications will be acknowledged. Late applications will not be considered.**