

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Confidential Assistant

LOCATION: St. Croix District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.stx@vide.vi

Deadline for applying: Until Filled

Salary: \$40,000.00

Union: Exempt

DESCRIPTION

The Confidential Assistant will be responsible for providing complex administrative support to the Commissioner, Assistant Commissioner and/or designee. The individual will work independently and with other staff on a variety of priorities and priorities. The incumbent will prepare a variety of confidential documents and reports as well as respond to queries and provide logistical details. The Confidential Assistant will also be responsible for ensuring that correspondences, calls and visitors are routed to the appropriate source. This position requires exposure to highly confidential information and sensitive materials.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Assist in the day to day operation of the office;
- Screens telephone calls, inquiries and requests;
- Organize and maintain calendars;
- Process incoming e-mail, faxes and postal mail;
- Prepares correspondences for supervisor's signature;
- Prepare travel arrangements when requested;

- Develops, prepares and reviews reports and presentations;
- Schedule and attend meetings and ensure that the Commissioner, Assistant Commissioner and/or designee is prepared for meetings;
- Note commitments made by the Commissioner, Assistant Commissioner and/or designee during meetings and ensures completion and implementation;
- Interprets internal and external requests and help initiate action;
- Ensure that applicable information is furnished to respective stakeholders in a timely manner;
- Serve as the liaison between divisions, departments and other organizations;
- Recommend methods for improvement of procedures and coordination of departmental functions; prepare operating and procedure manuals;
- Performs other duties as required.

KNOWLEDGE, SKILL AND ABILITIES

- Proficient in Microsoft suite, access and excel programs
- Excellent skills in communicating clearly and effectively, to include writing clear and concise documents;
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
- Ability to work independently with little supervision;
- Ability to manage competing projects
- Ability to develop and maintain effective working relationships with members of the Department's staff and other external entities;
- Ability to exercise sound judgement in carrying out functions of the position;

EDUCATION AND EXPERIENCE

Bachelor's Degree in business administration or a closely related field preferred with a minimum of four years administrative experience; **or**

Associates Degree in Business Administration or closely related field with a minimum of six years administrative experience

“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Send your complete application package to careers.stx@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

******DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY
THOSE WHO ARE SELECTED
FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. ******

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
