

# Job Opportunity

## FULL-TIME

### Executive Assistant to the Provost

**GALEN**  
**UNIVERSITY**  
www.galen.edu.bz



The Executive Assistant to the Provost is a multifaceted leadership and administrative role that encompasses responsibilities in human resource management, corporate governance, and University City development. This position supports the Office of the Provost, oversees administrative coordination with the Board of Trustees, and manages core institutional development initiatives such as the Galen University City project. The Executive Assistant ensures the integrity and effectiveness of internal operations, compliance with labor and corporate laws, and alignment with Galen University's strategic goals.

## KEY RESPONSIBILITIES

### A. Administrative Support to the Provost

1. Provides professional support to the Provost in all areas.
2. Ensures smooth operation of the office, including:
  - a. Managing the Provost's Calendar
  - b. Coordinating the Provost's travel
  - c. Managing all official University files
  - d. Planning for meetings, workshops, and special events as necessary
3. Prepare letters and other written communication as needed.
4. Writes meeting minutes.
5. Maintain and organize a comprehensive filing system for university records and administrative documents; note that this system is currently in progress and requires completion to ensure full operational efficiency.
6. Maintain University files, records, and documentation for institutional memory.
7. Supports the work of the Board of Trustees:
  - a. Schedule and prepare meetings.
  - b. Arranging meetings of the Board
  - c. Maintains Board of Trustees files
  - d. Circulate board packs and supporting materials in advance.
  - e. Take minutes of board and committee meetings and ensure they are reviewed and filed.
8. Manage the procurement of office supplies for the Provost, Deans, Director of Marketing, Office of the Registrar, Housekeeping, and Finance Office.
9. Maintain accurate inventory records of all supplies and ensure timely restocking as needed.
10. Quality Assurance: The Executive Assistant supports the Provost in assuring quality by:
  - a. Maintaining a database of all course syllabi/course outlines
  - b. Maintaining a database of all course reports
  - c. Maintaining a database of course evaluations
  - d. Supporting the documentation of all program development/monitoring exercises
  - e. Supporting the ongoing development of the Institutional Quality Assurance Protocol
11. Faculty/Staff and Provost Council Meetings: The Executive Assistant supports the smooth conduct of meetings of the Provost Council and Faculty, and any other university body by:

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- a. Making the arrangements for each meeting (sending out meeting notices with meeting documents, reminding participants of the meeting, ordering lunches where necessary, etc.)
  - b. Recording the Minutes of the meetings
  - c. Preparing the Minutes and forwarding them to the Provost within five days of each meeting
12. The Executive Assistant assists in the coordination of special projects, workshops, and retreats.
- a. Organize the Graduation Luncheon (sending out the VIP invitations for graduation and luncheon, updating the VIP list, hiring the venue with lunches)

#### **B. Human Resources Officer**

13. Develop and review job descriptions in collaboration with unit heads.
14. Manage the onboarding process for all new staff and faculty, including orientation, document submission, benefits enrollment, and coordination with relevant departments for workspace and system access.
15. Lead recruitment efforts, including advertisement, interview coordination, and support the selection process and onboarding.
16. Prepare employment contracts and collect employee information, including:
- a. Valid ID (driver's license if necessary)
  - b. Social Security Board Number (SSB)
  - c. Tax Identification Number (TIN)
  - d. Bank account details for salary processing
17. Forward complete hiring documentation to the Finance Department for payroll facilitation. HR does not process payroll, but is responsible for:
- o Sending employment contracts
  - o Providing SSB and TIN numbers
  - o Supplying bank account information
  - o Communicating any changes in employment status (e.g., new hire, termination, leave adjustments)
18. Maintain secure and up-to-date personnel files and HR systems, including:
- a. Contracts
  - b. Evaluations
  - c. Leave records
  - d. SSB and Sagicor claims
19. Ensure data integrity and confidentiality in all processes.
20. Coordinate internal and external training opportunities for staff and faculty.
- a. Coordinate with the Director of the Center for Teaching Excellence (CTE) to deliver faculty training on Moodle and instructional technologies.
  - b. Monitor participation and effectiveness of professional development initiatives.
  - c. Maintain records of training sessions and participation for performance and audit purposes.
  - d. Conduct regular training needs assessments to identify skill and capacity gaps across departments.

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21. Facilitate employee appraisals, performance management processes, and disciplinary procedures.
22. Handle grievances, conflict resolution, and disciplinary actions professionally and in line with labor laws and internal policies.
  - a. Process Grievance Procedures and Sexual Harassment procedures according to policy.
23. Track faculty and staff leave balances and process leave requests in accordance with policy.
24. Foster a positive workplace culture through communication, recognition programs, and staff events.
25. Promote initiatives that support work-life balance, mental health, and employee wellbeing to enhance workplace wellness and staff morale's.
26. Coordinate with Finance - Payroll and Accounts Payable to ensure accurate salary payments.
27. Verify the accuracy of data before final processing.
28. Ensure new hires are registered with the Social Security Board (SSB).
29. Submit Social Security Board (SSB) benefit claims on behalf of employees and follow up on processing.
  - a. Sickness benefit claims
  - b. Injury claims
  - c. Maternity claim
  - d. Retirement Benefit or Grant
  - e. Invalidity Benefit or Grant
30. Act as the official Sagicor Plan Administrator for Galen University, serving as the liaison with the insurance provider for all matters related to group health benefits.
  - a. Administer and monitor the Group Health Insurance Plan with Sagicor, and premium contributions are accurately tracked.
  - b. Register new employees and dependents with the Group Plan.
  - c. Removal of past employees from the Group Plan.
  - d. Liaise with Sagicor for claims, benefits queries, and policy updates.
  - e. Organize open enrollment periods.
  - f. Submit Sagicor Health Insurance claims, including medical, dental, and optical claims, and assist employees with the required documentation.
  - g. Renew the Group Policy Plan yearly.

#### **E. University City Development Officer**

31. Act as Project Coordinator for the Galen University City development.
32. Lead coordination of infrastructure design, budgeting, and phased implementation.
33. Develop a comprehensive Business Plan for submission to BELTRAIDE to access Fiscal Incentives under Belize's investment regime.
34. Prepare detailed loan application business plans for financial institutions such as HRCU and DFC, including feasibility studies, risk analysis, and projected returns.
35. Monitor all financial and legal obligations related to fiscal incentives and loan financing.
36. Ensure all documentation meets institutional and external lender standards.
37. Liaise with stakeholders, including contractors, consultants, government agencies, community leaders, and financial institutions.
38. Organize site visits, presentations, and briefing sessions for stakeholders and funding bodies.

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39. Maintain progress tracking reports and present updates to leadership and the Board.
40. Ensure compliance with local building codes, land regulations, and environmental requirements.
41. Ensure proper documentation for all aspects of the project, including Road agreement, contractor agreements, and regulatory approvals.
42. Maintain ongoing coordination with the university's retained legal counsel to review, update, and file legal and corporate documents related to the project.

### QUALIFICATIONS AND COMPETENCIES

- Bachelor's degree in business administration, Human Resource Management, Project Management, or a related field. A master's degree is a plus.
- Minimum of 5 years' experience in administrative management, HR, corporate governance, or project planning.
- In-depth knowledge of Belizean labor laws, corporate regulations, and investment procedures.
- Proven ability to manage confidential and sensitive information.
- Excellent written and oral communication, multitasking, and organizational skills.
- Proficiency in Microsoft Office Suite.
- Strong interpersonal and team leadership capabilities.

### REPORTING AND ACCOUNTABILITY

- Reports directly to the Provost.
- Provides regular reports and strategic updates to the Provost and Chairman, Board of Directors.
- Accountable for delivering high-quality, timely outputs in all assigned areas.
- Ensures confidentiality and professionalism in all activities.

### APPLICATION PROCEDURE:

To apply for the position of Executive Assistant, submit the following documents to [humanresources@galen.edu.bz](mailto:humanresources@galen.edu.bz):

- Updated Curriculum Vitae (CV)/Resume highlighting relevant qualifications and professional accomplishments.
- A cover letter outlining your interest in the position and detailing how your background aligns with the responsibilities and requirements stated above.
- Contact information for three referees (including one current or former employer, one colleague, and one academic reference), with telephone numbers and email addresses.
- **Application Deadline: 4:00 PM, Wednesday, July 23<sup>rd</sup>, 2025**