



COUNCIL OF LEGAL EDUCATION

HUGH WOODING LAW SCHOOL

100-114 Gordon Street, St Augustine

Trinidad. WI

VACANCY ANNOUNCEMENT

The Council of Legal Education invites applications for the post of **Clerical Assistant II** at the Office of the Registrar of the Hugh Wooding Law School, Trinidad & Tobago. The position is a full-time one and no outside employment may be undertaken. The post holder will provide administrative, secretarial, and clerical support to ensure the efficient functioning of the office.

BRIEF JOB DESCRIPTION:

The Clerical Assistant II will be required to:

1. Perform a wide variety of routine clerical and administrative tasks.
2. Prepare and disseminate letters, memoranda, reports, minutes etc. in a timely manner.
3. Process mail including receiving, sorting, time-stamping and distributing incoming correspondence and packages.
4. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
5. Create, accurately maintain and update student files with all relevant documents.
6. Collate incoming registration documents such as applications, transcripts, references and birth certificates.
7. Maintain and update student-related information with accuracy, using applications such as Microsoft Word, Microsoft Excel, Microsoft Access, and Google Applications, with sound working knowledge of each.
8. Liaise with prospective students with respect to their applications.
9. Prepare a summary of all submitted and outstanding documents for incoming students for registration.
10. Input student grades on examination database and prepares examination result packages.
11. Prepare exemption request forms for repeating students.
12. Make copies of correspondence and other printed material.
13. Perform counter duties including providing assistance to visitors and students.
14. Receive, record and reconcile payment of fees by students.
15. Assist with the organisation of events such as graduation, registration, examinations, and other related activities.
16. Any other duties that may be assigned by the Registrar.

QUALIFICATIONS AND SKILLS REQUIRED

- A Bachelor's Degree (BSc) in Management/Business Administration, or an Association of Business Executives (ABE) qualification at Level 3 or higher; and
- at least three (3) years clerical/administrative experience in a tertiary education environment.

BENEFITS INCLUDE:

- Competitive Salary
- Vacation Leave
- Membership in a Contributory Pension Scheme
- Membership in a Group Health Plan

Applicants should submit their letter of application together with an updated curriculum vitae, copies of all relevant certificates and the names and contact information of two (2) referees who are familiar with the applicant's work by **email only to careers@hwlsedu.com**. The application should be addressed to:

**The Human Resource Manager
Hugh Wooding Law School
P.O. Bag 323
Tunapuna 331314
Trinidad, W.I.**

The closing date for receipt of applications is Friday, August 7, 2026.

The Hugh Wooding Law School wishes to advise that only shortlisted applicants will be contacted.

The Law School reserves the right to extend searches or, in the event of transfer or budget cuts, to not offer the position.

AN EQUAL OPPORTUNITY INSTITUTION