

BERMUDA COLLEGE

The mission of the College is “Setting Bermuda’s Students on the Paths to Success”. We are looking for dynamic and creative professionals to join our team of faculty and staff. We are a Community College with a student body of traditional and non-traditional students.

We are seeking applications from qualified persons to fill the following positions.

**The Department of Student Enrolment,
Registration & Records**

ADMISSIONS ADMINISTRATOR

Duties and Responsibilities: The successful candidate will facilitate the student enrolment and registration process by ensuring the collection of required documentation and appropriate fees, scheduling of admission testing, notice of registration and orientation dates, is complete. Will provide comprehensive customer service in a challenging office environment, and will have the appropriate technical aptitude to create and manage master files in the Student Information System. Attention to detail will be required as the candidate will be responsible for evaluating admissions applications, checking qualifications, and authenticating results.

The post-holder will be required to attend meetings for Enrolment Management Committee, and scribe the minutes, as well as attend the Academic Council meetings, serving in the role of Secretary in absence of the Registrar. Some degree of supervisory experience will be an asset as the post-holder will be required to act on behalf of the Registrar, in the Registrar’s absence.

Qualifications and Experience: The Postholder must possess an Associate Degree or an equivalent combination of education and work experience. Additionally, the Postholder must be capable of working with complex data systems and have a proven track record of high performance in general administrative and customer-focused positions. A minimum of five (5) years relevant experience in a similar environment is required for the post.

The Admissions Administrator must have experience of modern office procedures, practices and filing systems in addition to excellent communication, organizational skills and the ability to relate to students, academic professionals and the general public.

Salary: BCS 21-23 \$72,319.24 - \$77,472.23

The Business Administration, Hospitality and Technical Education

CULINARY LABORATORY ASSISTANT

Duties and Responsibilities: The successful candidate will be responsible for the purchase of food, wine, liquor, paper goods and equipment for the operation of the training kitchens and Prospect Dining Room. The successful candidate will be responsible for receiving and checking the quality and accuracy of goods purchased. Break down bulk items and store supplies in accordance with health and sanitation guidelines. The successful candidate will issue orders to the training classrooms and facilitate security and control (e.g. proper storage and rotation) of all food inventory, including par stock, to reduce spoilage, waste, and theft. The successful candidate will be responsible for arranging repairs of plant equipment in the Culinary Kitchens/ Prospect Room. The successful candidate will be responsible for preparing practical labs, materials, equipment and ingredients for culinary classes as well as assisting with the monitoring of the day-to-day activities in the Culinary Arts Kitchen and Prospect Room. Prepare purchase orders and remit to the Division Office. Undertakes all clerical duties associated with the provision of administrative and secretarial services, including photocopying, collating, filing of documents and materials etc. The post-holder is also responsible for liaising with the Kitchen Porter relating to deliveries, storage and cleaning.

Qualifications and Experience: The Postholder must possess a minimum of secondary school certificate or GED, with preferably a basic certificate in culinary arts or hotel/restaurant training or two (2) years’ experience in that industry. A certificate in safe food handling is also a requirement. Significant knowledge of commercial kitchen cooking and baking equipment and techniques is needed. Advanced specialized skills in food preparation and storage are desired. The Postholder should have operational knowledge of kitchens and have some food & beverage knowledge of local vendors and purveyors. The Postholder must also have experience with requisitions and purchasing. The Postholder should have strong organizational and interpersonal skills and the ability to work under pressure and on own initiative. The Postholder must possess a valid driver’s license for the occasional pick up of goods. Additionally persons should have current computer skills having prior experience with Microsoft Word and Excel.

Salary: BCS 15-17 \$58,445.79 - \$62,421.95

Lauren Alleyne, Officer, Human Resources & Development
Bermuda College, P.O. Box HM2718 Hamilton HM LX, Bermuda or
humanresources@college.bm

Please send, along with your resume:

The names, addresses and telephone numbers of at least two persons competent to assess from their experience, your qualifications and experience. At least two (2) recent written, character and work references. Official transcripts & copies of relevant certificates from recognized institution.

IMPORTANT: Resumes will not be processed without requested references attached.

Closing Date: July 17, 2017