

JOB DESCRIPTION
Vacancy Ref: N1449

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| Job Title: | Admin Assistant (0.59 fte) | Present Grade: | 4 |
| Department/College: | Politics, Philosophy and Religion (PPR) | | |
| Directly responsible to: | Departmental Officer | | |
| Supervisory responsibility for: | None | | |
| Other contacts | | | |
| Internal: | | | |
| Academic, administrative and support staff in PPR, particularly the Part I, Part II and Postgraduate Co-ordinators; academic staff and administrative staff in FASS; Faculty Office; central admissions office; other colleagues in central administration. | | | |
| External: | | | |
| Prospective and current students; external research and project members; visitors; contact with the general public | | | |
| Major Duties: | | | |
| 1 | To provide a range of clerical support to the Part I, Part II and Postgraduate Co-ordinators in the administration of the PPR teaching programmes, including: <ul style="list-style-type: none"> ▪ assist with the on-line enrolment of undergraduates in PPR; ▪ provide information to undergraduate students on lecture and seminar timetables, examinations and other general matters; ▪ maintain and up date as necessary a record of seminar attendance and course performance; ▪ undertake any correspondence necessary in respect of undergraduate examinations; ▪ process students' work; ▪ room bookings. | | |
| 2 | To assist the Directors of Undergraduate and Postgraduate Studies and the subject leaders (Part I, Part II and Postgraduate) with routine clerical tasks. | | |
| 3 | To provide administrative support to the Study Abroad/Exchange Programmes Tutor (Study Abroad incoming and outgoing students) and be the contact point for international students. Co-ordinate and organise the enrolments of and allocation of seminar groups to Study Abroad/Erasmus students on Part I and Part II modules, and ensure assessment requirements are fulfilled for relevant visiting periods. | | |
| 4 | To receive incoming mail, telephone calls, fax, e-mail and answer or redirect as appropriate. | | |
| 5 | To service departmental meetings as required by the Departmental Officer. | | |
| 6 | To assist the Departmental Officer in providing administrative support during busy periods. | | |
| 7 | On a rotational basis with the Departmental Assistant, undertake daily departmental clerical duties for the Department, including post, updating signage and notice boards. | | |
| 8 | Any other duties as may reasonably be required by the Head of Department, Departmental Officer or nominated representative, consistent with the grade of the post . | | |