

PERSON SPECIFICATION
Academic Services Coordinator
Academic Dean's Office – LUC@BJTU
Ref: N1751

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Educated to degree level or equivalent professional qualifications or experience.	Essential	Application Form
The ability to work co-operatively and flexibly with colleagues and enthuse and motivate others, achieving results through others without necessarily using line management authority.	Essential	Application Form/ Supporting Statement/ Interview
Effective personal, written and oral communication skills and the ability to present information in an accurate and appropriate format.	Essential	Application Form/ Interview
Experience of coordinating a wide range of services and coordination of services between different units as well as external stakeholders, e.g. government authorities.	Essential	Application Form/ Supporting Statement/ Interview
Experience coordinating multiple tasks with a variety of stakeholders including the ability to plan ahead, manage tasks, and meet competing deadlines.	Essential	Application Form/ Supporting Statement/ Interview
Experience of planning and organising visits, including hosting visitors and delegations.	Essential	Application Form/ Supporting Statement/ Interview
Demonstrated ability to work with culturally diverse multinational teams including those located in different countries.	Essential	Application Form/ Supporting Statement/ Interview
High level of office skills including the ability to process, interpret and present quantitative information using Microsoft Office and other software.	Essential	Supporting Statement/ Interview
The ability to work flexibly and adapt to changing priorities and timescales.	Essential	Interview
Commitment to undergo further training through operational requirements and personal development.	Essential	Interview
Ability to travel internationally.	Essential	Supporting Statement/ Interview
Experience of committee servicing and of taking minutes.	Essential	Supporting Statement/ Interview
Fluency in spoken and written Mandarin and previous experience living or working in China.	Desirable	Application Form/ Supporting Statement
Experience of working in an administrative role, preferably in a Higher Education institution, with experience of communicating effectively with a wide range of people. Experience working with academic	Desirable	Application Form/ Supporting Statement/ Interview

quality standards and student registry processes especially desirable.		
Experience working as a personal or executive assistant in a professional environment.	Desirable	Application Form