### JOB DESCRIPTION

**Educational Development Administration Assistant (part-time)**

**Vacancy Ref:** N1817

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Educational Development Administrative Assistant</th>
<th>Present Grade:</th>
<th>Grade 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Educational Development (ED), OED, Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directly responsible to:</td>
<td>Educational Development Programmes Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisory responsibility for:</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other contacts**
- **Internal** Educational Development team, Organisational Development team, HR Divisional staff; academic departments; programme participants; central professional services, catering
- **External** External examiners, consultants and tutors; International Teaching Partnership contacts; international programme participants; accrediting bodies (Advance HE); visitors (e.g. guest speakers) and suppliers.

The Educational Development Administrative Assistant will provide general reception and administrative support, assisting the Programmes Officer in the day-to-day operation of the Educational Development programmes, and supporting the wider activity of the Educational Development function of the University. The role is part-time, 18.25 hours per week.

**Major Duties:**
- Providing reception and administrative support for the educational development programmes; responding to general enquiries by email, telephone and face-to-face.
- Arranging resources for educational development programmes; ordering and maintaining stationery supplies; booking rooms; setting up training rooms and breakout spaces for sessions/workshops (involves moving furniture) and ensuring spaces are tidy after use; ordering catering; preparing and printing teaching materials/handouts; generating participant lists etc.
- Assisting in the programme application processes; data inputting and maintaining participants’ records.
- Preparing, disseminating and collating participant feedback forms/online surveys.
- Maintaining filing systems, ensuring the appropriate and secure storage of digital resources/records e.g. books, attendance lists, pass lists, application forms.
- Ensuring the maintenance and accuracy of content located on the department webpages.
- Any other duties as may reasonably be required by the Head of Educational Development, or nominee, consistent with the grade of the post.