

JOB DESCRIPTION
Departmental Assistant (part time), Languages and Cultures (DeLC)
Vacancy Ref: N2025

Job Title: Departmental Assistant (part time 8 hours per week)	Present Grade: 4S
Department/College: Languages and Cultures (DeLC)	
Directly responsible to: Departmental Officer	
Supervisory responsibility for: NA	
Other contacts Internal: Departmental Officer (Line Manager), Head of Department, relevant departmental academic and professional services staff, academic and professional services staff across the Faculty (FASS) and University including Finance and Procurement, Catering and Room Bookings. External: Prospective students/staff, External Examiners, Departmental visitors, Visiting and Honorary staff	
Major Duties: To provide a high level of professional and flexible administrative support to the Department of languages and Cultures (DeLC). Duties will include providing support across all of the main areas of the business including academic administration, the student experience and departmental clerical support.	
<ol style="list-style-type: none"> 1. Providing administrative assistance to the Departmental Officer and Head of Department. 2. Assist with face-to-face student enquiries during office hours 3. Assist with the administration of accurate student records in line with University policy and data protection legislation. 4. Provide administrative support for the production of information relating to academic administration e.g. timetabling, room booking requests, exam papers, photocopying etc. 5. Provide support in arranging Departmental Meetings, minute taking and distribution of materials. 6. Provide administrative support to the Undergraduate Part 1, Part 2 and PGT enrolment process. 7. Assist with the collation of materials required for quality assurance processes. 8. Support the Departmental Officer in the organisation of events such as Departmental Away Day, Research events and conferences including making room and hospitality bookings and arranging events. 9. Provide departmental procurement provision including the ordering of department supplies and stationary. 10. Support the Departmental Officer with finance-related tasks as appropriate. 11. Support the Extracurricular Language activities 12. Assist with departmental filing and keeping student records up-to-date (both electronic and manual), including assisting with archiving in line with the GDPR retention policy. 13. Assist in incoming and outgoing mail collection. 14. Assist with the updating of the Departmental webpages. 15. Undertake training and development and any other duties appropriate to the grade of the post as required by the HoD/Department Officer 	