

JOB DESCRIPTION
Administrative Assistant (Careers)
Vacancy Ref: N2311

Job Title:	Administrative Assistant (Careers)	Present Grade: 4S (0.4 FTE)
Department/College:	Careers – Student Based Services	
Directly responsible to:	Careers Consultant (Placements)	
Supervisory responsibility for:	NA	
Other contacts		
Internal:	Staff in Careers Service and wider Student Based Services. Staff in Research and Enterprise Services, Alumni and Recruitment and Marketing & Engagement. Students Union and current students. Staff in university Faculties and Departments.	
External:	Alumni, employers and other stakeholders.	
Major Duties:	<p>This is a two day per week (0.4) post. The Admin Assistant will support the Careers Service working closely with colleagues across the team. This is a varied and interesting role and duties will include supporting the placement provision, production of careers marketing materials and newsletters and assisting at careers events.</p> <ol style="list-style-type: none"> To provide clerical and administrative support including; <ul style="list-style-type: none"> - answering enquiries face to face, by telephone, email and via social media, directing enquiries and taking messages; - word processing, formatting documents, preparing correspondence and other written communication; - preparation of reports and spreadsheets to provide management information; - ordering resources such as stationery; - booking venues for teaching and employer led events; - sourcing and booking internal and external suppliers including printing, catering, travel and conference attendance. Support for collation, design and input of content for careers marketing material including workshop booklets, events programmes, posters, plasma screens and via social media. Sourcing advertised vacancies and advertising on appropriate forums and communicated to students. Updating and input of information and appointments onto Target Connect, Moodle and the Careers website. Undertake the organisation and administration of meetings and supporting the wide range of careers events. - To act as a secretary, if required, taking notes and producing minutes. Promoting opportunities to employers to engage with our students such as careers fairs, and employer presentations and workshops. Securing attendance from employers with associated correspondence before and after such events. Liaising with colleagues, students and employers to support the organization of placement visits. Financial administration including: <ul style="list-style-type: none"> - Preparing purchase requisitions, orders, catering card and other paperwork for authorisation; 	

- progress chasing and dealing with internal and external enquiries;
- maintenance of accurate financial records.