

JOB DESCRIPTION
CREST Admin Assistant
Vacancy Ref: N2319

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| Job Title: CREST Admin Assistant | Present Grade: 4S |
| Department/College: Psychology | |
| Directly responsible to: Centre Manager | |
| Supervisory responsibility for: NA | |
| <p>Other contacts</p> <p>Internal: Academic, professional services staff within the Psychology Department, other University departments (Research Support Office), colleagues based at Lancaster and beyond.</p> <p>External: Stakeholders, colleagues at partner academic institutions, other academic institutions, external venues.</p> <p>This post will require some national travel (approx. once every 6-8 weeks) and may involve occasional overnight stays.</p> | |
| <p>Major Duties:</p> <ol style="list-style-type: none"> 1. To provide clerical and administrative support including: <ul style="list-style-type: none"> • Diary management and organizing appointments • Directing telephone enquiries and taking messages • Word processing, formatting documents, preparing correspondence • Filing, photocopying and scanning • Maintaining accurate records, both paper files and databases 2. Undertake the organization and administration of meetings including preparation and distribution of papers. To act as secretary as required taking notes and producing minutes. 3. Act as the 'first point of contact' for CREST, including receiving and dealing with telephone calls and emails from stakeholders, interested academic and industrial third parties, and the public. This includes the resolution of problems. 4. Support before and during events and conferences, including taking and keeping records of booking, arranging printing and delivery of materials, managing registration desk, production of badges, etc. 5. Co-ordinate travel arrangements in conjunction with the University Travel Office for internal and external colleagues and stakeholders. 6. Assisting colleagues with filing, typing and general admin duties. Including booking rooms and catering for meetings. 7. Any other duties as may reasonably be required by the Centre Manager / Director of CREST. | |