

JOB DESCRIPTION
Graduate Management School Assistant
Vacancy Ref: N247

Job Title:	Graduate Management School Assistant	Present Grade: 35
Department/College:	Graduate Management School	
Directly responsible to:	GMS Programme Support Coordinators and Admissions Coordinators	
Supervisory responsibility for:	N/A	
Other contacts		
Internal:		
Programme Directors; the Graduate Management School secretarial and administrative staff; the Dean's Office; other academic administrative and secretarial staff within the Management School; postgraduate students with initial responsibility to the GMS Programmes; staff within the University administrative offices.		
External:		
Prospective students		
Major Duties:		
Programme Support		
1. To assist the Programme Coordinators with all aspects of programme support, including:		
<ul style="list-style-type: none"> • Programme planning and timetabling • Production of programme documentation • Assessment; receiving and recording student assignments; ensure marked work is returned to students; receive and record marks and maintain an accurate record on LUSI • Providing support for the projects and dissertations process • Marketing and publicity; maintaining the website • Committee servicing 		
Postgraduate Enquirers and Recruitment Support		
2. To assist with the pre-admission enquiries to the Graduate Management School via email, internet, and post		
3. In conjunction with the GMS Admissions team, to develop and maintain a rankings spreadsheet comparing international institutions and detailing requirements for admission on a country by country basis.		
4. In conjunction with the GMS Admissions team, to produce annual competitor analysis data for all programmes.		
5. To assemble and pack, in collaboration with External Relations and the University's International Office, materials for UK and OS recruitment fairs including MBA fairs.		
6. To provide support to the Admissions team in relation to admissions activities.		
7. To produce a planning schedule for recruitment fair packing ensuring that packs are made up for shipping.		
8. To arrange travel for GMS staff attending recruitment fairs.		
General duties		
9. To answer incoming telephone calls and collect, collate and ensure appropriate distribution of incoming mail.		
10. To maintain adequate day-to-day levels of stationery supplies, and to prepare additional stationery stocks for mail outs as required.		
11. To ensure that the fax and printers are adequately stocked and maintained.		
12. To type or to word process letters, memoranda and reports from longhand as and when required.		
13. To assist in the maintenance and updating of databases and spreadsheets as directed.		
14. To undertake any other duties appropriate to the grade of the post as required by the Programme Manager or Faculty Administrator.		