## PERSON SPECIFICATION
### Undergraduate Programmes Assistant
#### Vacancy Ref: N2888

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential/ Desirable</th>
<th>Application Form / Supporting Statements/ Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE passes in English Language and Maths or equivalent experience</td>
<td>Essential</td>
<td>Application Form</td>
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<tr>
<td>Experience of using the full range of Microsoft Office packages</td>
<td>Essential</td>
<td>Application form / Interview</td>
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<tr>
<td>Experience and ability to accurately key data into a databases, create and edit word-processed documents and create and edit spreadsheets</td>
<td>Essential</td>
<td>Supporting Statements / Interview</td>
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<td>Ability to perform general numerically-based tasks, including the calculation of percentages</td>
<td>Essential</td>
<td>Interview</td>
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<tr>
<td>Ability to clearly explain standard procedures and systems to people from a wide range of backgrounds</td>
<td>Essential</td>
<td>Supporting Statements / Interview</td>
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<td>Able to work without close supervision and as part of a team</td>
<td>Essential</td>
<td>Interview</td>
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<td>Willingness to contribute suggestions/ideas to improve overall efficiency and effectiveness of work procedures</td>
<td>Essential</td>
<td>Interview</td>
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<td>Ability to quickly follow verbal and written instructions to produce documents with the minimum amount of error</td>
<td>Essential</td>
<td>Interview</td>
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<td>A proven ability to plan ahead, manage tasks, and prioritise in order to meet competing deadlines in a busy environment</td>
<td>Essential</td>
<td>Supporting Statements / Interview</td>
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<tr>
<td>Demonstrable commitment to undertake training to improve skill base</td>
<td>Essential</td>
<td>Supporting Statements / Interview</td>
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<tr>
<td>Experience of working in an academic department and knowledge of University rules and procedures</td>
<td>Desirable</td>
<td>Application form</td>
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<tr>
<td>Experience of working with the Lancaster University Student Information System</td>
<td>Desirable</td>
<td>Application form</td>
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</tbody>
</table>

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  - **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.  
  - **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
• **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.