

UNIVERSITY OF SUSSEX

Job Description for the post of: Clerical Assistant

Section / Unit / School	See advertisement
Location	tba
Grade	2
Responsible to	School Administrator
Responsible for	N/A

**Purpose of the post:**

To provide clerical support for a range of school functions

**Key Responsibilities:**

- 1 **Provide a friendly and professional reception and general enquiries service to students, faculty and visitors**
  - 1.1 Deal with post, telephone and in-person queries
  - 1.2 To deal with, or refer, basic queries and correspondence
  - 1.3 distribution of post and documentation, and maintenance of pigeon holes, and notice boards
  - 1.4 Preparation and updating of documentation
- 2 **Provide clerical support to school staff and officers**
  - 2.1 To support meetings, copying papers and reports
  - 2.2 To maintain records, including paper based and data systems
  - 2.3 To enter data into systems as required
  - 2.4 To assist with the submission of assessed work and other related processes

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**PERSON SPECIFICATION:** Candidates will have the following:

**ESSENTIAL**

- willingness and ability to do routine work
- the desire and ability to work as part of a flexible team
- fast, accurate word processing and an ability to ensure effective, professional standards of presentation
- helpful, cooperative and sensitive to the needs and feelings of others including a commitment to customer service, approachability and flexibility in responding to emergencies and unforeseen events
- the ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines
- reliability, honesty and a commitment to maintaining confidentiality

**DESIRABLE**

- experience in accurate data entry

Date 26 June 2009