



## 1 Advertisement

**Post title:** Graduate Assistant (Education)

**School/department:** School of Engineering & Informatics

**Hours:** Full time hours considered up to a maximum of 36.5 hours. Requests for flexible working options will be considered (subject to business need). Core hours are 09:00 to 17:00, Monday to Friday

**Contract:** Fixed term for 13 months

**Reference:** 9746

**Salary:** starting at £22,630 to £23,662 per annum, pro rata if part time.

**Placed on:** 04 May 2023

**Closing date:** 25 May 2023. Applications must be received by midnight on the closing date

***This vacancy is only open to University of Sussex graduates (those whose courses have now completed) from 2021/22 and 2022/23 at UG & PGT level in any discipline.***

We are seeking to appoint a full time Graduate Assistant to work within the School education team, providing administrative support on a range of taught courses and projects, especially those related to our transnational education partnership. The University of Sussex is working in partnership with Zhejiang Gongshang University, delivering four undergraduate and postgraduate degrees in Robotics and Artificial Intelligence.

The successful candidate will have excellent communication skills and experience of handling large volumes of work within defined timescales, have excellent attention to detail and be able to plan and organise their work effectively.

A qualification in Engineering or Computer Science is not a requirement for this post; we are a team with varied backgrounds, interests, education, and experiences.

Please contact Cathy Warden ([c.l.warden@sussex.ac.uk](mailto:c.l.warden@sussex.ac.uk)) for informal enquiries.

Open to graduates or postgraduates from any University of Sussex course from the Winter 2021 or Summer 2022 cohorts. The Sussex Graduate Internship Programme provides our recent graduates with the opportunity to gain vital work experience and the opportunity to develop key employability skills <http://www.sussex.ac.uk/careers/services/staff/sussexgp>. The University values the diversity of its staff and students, and we welcome applicants from all backgrounds.

For full details, including how to apply, please see the University's vacancies page at [www.sussex.ac.uk/about/jobs](http://www.sussex.ac.uk/about/jobs).

## 2. The School

Please find further information regarding the school here: <http://www.sussex.ac.uk/ei/>

Please find further information about the joint institute: <https://www.sussex.ac.uk/global-engagement/partnerships/engagement/sussex-artificial-intelligence-institute>

## 3. Job description

|                            |                                     |
|----------------------------|-------------------------------------|
| <b>Post</b>                | Graduate Assistant (Education)      |
| <b>Section/Unit/School</b> | School of Engineering & Informatics |
| <b>Location</b>            | Falmer, UK.                         |
| <b>Grade</b>               | 3                                   |
| <b>Responsible to</b>      | School Administrator                |

### Purpose of the post:

To provide administrative support to the School education team on a range of taught courses and projects, especially those related to our transnational education partnership.

### Key responsibilities

#### 1. Provide administrative support to the school office team

- 1.1 To monitor and service shared inboxes, providing prompt and accurate responses to students and staff.
- 1.2 To provide a friendly and professional response to telephone enquiries.
- 1.3 To assist with administrative processes including maintaining records on the appropriate systems.
- 1.4 To enter data into systems as required.
- 1.5 Preparation and updating of documentation.

#### 2. Support the Education Team

- 2.1 To assist with assessment processes, including coursework submission support.
- 2.2 To assist with queries from students and staff in our transnational education partnership.

#### 3. Within clear parameters to take responsibility for specific projects or areas of work, as determined by the education team.

- 3.1 Develop competencies and skills as outlined in the graduate personal development plan as agreed with the line manager.

#### **4. Person specification**

**Please ensure you evidence against all the criteria in this person specification on the 'additional information in support of your application' section of your application form.**

Candidates will have the following skills, abilities, and attributes:

##### **ESSENTIAL:**

- willingness 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
- a keen eye for detail
- be helpful, cooperative, approachable, and sensitive to the needs and feelings of others
- a commitment to customer service
- flexibility in responding to unforeseen events
- the ability to distinguish between conflicting demands, scheduling, and planning work to meet priorities and deadlines
- reliability, honesty, and a commitment to maintaining confidentiality

##### **DESIRABLE:**

- experience in accurate data entry
- experience of working on projects
- an interest in transnational education