



1 Advertisement

Post Title: Graduate Associate Assistant

School/department: School of Global Studies

Hours: Full time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).

Contract: fixed term for 13 months

Location: Brighton, United Kingdom

Reference: 10482

Salary: Starting at £21,360 to £22,662 per annum, pro rata if part time

Placed on: 24 January 2023

Closing date: 07 February 2023. Applications must be received by midnight of the closing date.

Expected Interview date: to be confirmed

Expected start date: 01/03/2023

This vacancy is only open to University of Sussex graduates from 2020/21 and 2021/22 both UG and PGT

The Social Science Professional Services team is looking to recruit an administrator to work in the Global Studies school office team. The post holder will:

- Provide administrative support to the team
- Deal effectively and efficiently with enquires from staff, students and visitors
- Within clear parameters to take responsibility for specific projects or areas of work
- Contribute to the school service delivery

The successful candidate will have excellent communication and customer service skills, have excellent attention to detail and be able to plan and organise their work.

Applicants should be a graduate from any undergraduate or taught postgraduate course at the University of Sussex.

This vacancy is part of the Sussex Graduate Programme, which offers work on campus with a professional services department. Develop your employability skills through genuine and meaningful work experience

Please contact Katie Meek, k.a.meek@sussex.ac.uk or Pippa Robinson, pjr26@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at [Schools and services: University of Sussex](#)

3. Job Description

Job Description for the post of: Graduate Associate Assistant

School: Global Studies

Location: Arts C

Grade: 3

Responsible to: Assistant Operations Manager

Responsible for: N/A

Purpose of the post: To provide efficient administrative support.

Key Responsibilities:

- Provide clerical support to school senior staff and directors
- Deal with, or refer, basic queries and correspondence
- Diary and task management
- To maintain records, including paper-based and electronic data systems
- To process correspondence and claims
- To arrange and support meetings including logistical arrangements, taking notes, following up actions and preparing papers for circulation
- Drafting notes and letters
- Data entry
- Deal effectively and efficiently with enquires from staff, students and visitors
- Provide support to the comms team within the school, assisting with website updates and social media posts
- Within clear parameters to take responsibility for specific projects or areas of work

The role holder will also assist the Development and Alumni Relations Office (DARO) in increasing Global Studies student and alumni engagement by:

- Using social media and digital communications to engage with alumni and students and raise awareness of alumni programmes and events
- Developing case studies of alumni and student experiences, such as mentoring and studying at Sussex
- Contributing to DARO and Global Studies communications with alumni
- Supporting the collection of feedback from alumni and students engaged with DARO and Global Studies mentoring and volunteering programmes, and events
- Helping to facilitate events involving alumni
- Working with DARO and Global Studies colleagues and students to identify appropriate alumni for future engagement

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.

4. Person Specification

Candidates will have the following:

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
- Someone 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
- Experience of working on projects
- Experience of providing a reception service
- Experience of content management systems and social media platforms

Opportunities for professional development

The successful candidate will receive full training on our software and systems, such as CareerHub and Canvas. You will gain experience of office systems, and an understanding of how to undertake research in a work-based context, to produce reports and management information.

All University of Sussex staff have access to professional development opportunities in areas such as equalities, IT, wellbeing, and cultural awareness.

You will also have access to a community of graduates working on campus in similar roles, and one-to-one support from a Careers Consultant.

You will have the opportunity to learn from our Careers Consultants and employer engagement experts and understand the higher education and work placement landscape. You will meet academics and professional services staff working in a large variety of roles within the University of Sussex; you will have the opportunity to visit employers and attend networking events to meet new contacts and widen your network.