UNIVERSITY OF SUSSEX

1. Advertisement

School of Global Studies
Clerical Assistant
Full-time, Permanent
Salary range: starting at £17,898 and rising to £20,046 per annum
Expected start date: as soon as possible

The School of Global Studies are seeking an experienced, well-organised administrator, who will be based in our busy School Office. Duties will include dealing with student enquiries, assisting with the submission of assessed work, and maintaining records, including paper based and data systems. Initiative, flexibility and the ability to communicate effectively, both orally and in writing, are essential, along with a friendly and approachable manner. A good working knowledge of Microsoft Word and Excel is also important.

Closing date for applications: 1 November 2016

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity

2. Senior leadership and management

The Vice-Chancellor (Professor Michael Farthing) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the Deputy Vice-Chancellor, the two Pro-Vice-Chancellors, the Registrar & Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar & Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar & Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS and the Librarian report to the Deputy Vice-Chancellor.

3. School of Global Studies

Global Studies at Sussex is unique. Home to the departments of Anthropology, Geography, International Development and International Relations, our research and teaching tackles some of the most pressing global issues of our times – global inequalities and global justice, climate and environmental change, war and peace, global health and finance crises, intolerance and discrimination.

The School has ambitious plans to become the UK’s leading centre of research and teaching in global studies. With this in mind, we are developing School-level plans to internationalise the curriculum, including study abroad, and international employability.
4. **Job Description for the post of Clerical Assistant**

**Job Title:** Clerical Assistant

**Grade:** Grade 3

**School:** Global Studies

**Location:** Arts C

**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 To provide prompt, accurate and effective email and phone advice to prospective students, as part of the network led by the central enquiries team
   1.4 Distribution of post and documentation, and maintenance of pigeon holes, and notice boards
   1.5 Preparation and updating of documentation
   1.6 Deal effectively and efficiently with enquires from staff, students and visitors

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, including mitigating evidence and other related processes.

   **Within clear parameters to take responsibility for specific projects or areas of work.**

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.
5. **Person Specification for the post of Clerical Assistant**

### SKILLS / ABILITIES

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<th>Essential</th>
<th>Desirable</th>
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<td>Fast, accurate word processing and an ability to ensure effective, professional standards of presentation</td>
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<td>Ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines</td>
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<td>Experience in accurate data entry</td>
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<td>Experience of working on projects</td>
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<td>Experience of providing a reception service</td>
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### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<th>Essential</th>
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<tr>
<td>Willingness to do routine work</td>
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<td>Desire and ability to work as part of a flexible team</td>
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<td>Commitment to customer service, approachability and flexibility in responding to emergencies and unforeseen events.</td>
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<td>Helpful, cooperative and sensitive to the needs and feelings of others</td>
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