1. Advertisement

**Post Title: Administrative Assistant**
**School/department:** Social Science

**Hours:** Part time hours considered up to a maximum of 20 hours per week. Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 6477

**Salary:** starting at £19,623 to £21,686 per annum, pro rata

**Placed on:** 16 August 2021

**Closing date:** 03 September 2021. Applications must be received by midnight of the closing date.

**Expected start date:** 01 October 2021

The Social Science team is seeking a friendly and welcoming Office Assistant. The main purpose of the post will be to act as the office receptionist, providing a helpful and efficient service to students and staff who make enquiries at the office by email, telephone or in-person.

The post involves preparing documentation for a variety of purposes, inputting data, and other administrative duties. The successful applicant will have considerable contact with students, academic faculty and professional services staff, and will be required to possess good organisation, communication and IT skills.

You will need to have office-based, administrative experience, ideally within higher education, a strong record of excellent customer service and enjoy working with people from across the globe.

Please contact Peter Hewitt, p.hewitt@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: Administrative Assistant

**School:** Law, Politics and Sociology

**Location:** N/A

**Grade:** 3

**Responsible to:** School Senior Operations Officer

**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 enquiries from staff, students and visitors
- 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.

**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
- accurate word processing and an ability to ensure professional standards of presentation
- helpful, cooperative and sensitive to the needs and feelings of others
- A commitment to customer service, approachability
- Flexibility in responding to events
- The ability to plan work in order to meet priorities and deadlines
- Reliability, honesty and a commitment to maintaining confidentiality
- Familiarity with outlook for diary and task management.
- experience in accurate data entry

**DESIRABLE**
- familiarity with finance expenses and claims systems
- familiarity with social media and content management systems