Post Title: Administrative Assistant
School/department: Social Sciences Professional Services
Hours: Part time hours (15hrs per week). Requests for flexible working options will be considered (subject to business need).
Contract: fixed term until the end of March 2022.
Reference: 6673
Salary: starting at £19,623 to £21,686 per annum, pro rata if part time
Placed on: 08 September 2021
Closing date: 27 September 2021  Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: 01 October 2021

The Social Science team is seeking an Office Assistant to support Doctoral and Research activity in the cluster. The main purpose of the post will be to provide clerical support to the 3 school research teams, supporting research students, faculty and Professional Service colleagues.

The post involves preparing documentation, processing and tracking applications, inputting data, and other administrative duties. The successful applicant will have considerable contact with applicants, students, academic faculty and professional services staff, and will be required to possess good organisation, communication and IT skills.

Please contact Pippa Robinson, pjr26@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page http://www.sussex.ac.uk/schoolsandservices/schools/

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](http://www.sussex.ac.uk).

3. **Job Description**

Job Description for the post of: Administrative Assistant

**School: Social Science Schools**

**Location:** N/A

**Grade:** 3

**Responsible to:** School Senior Operations Officer (Global Studies)

**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 processing correspondence and claims
- To help with the admission process of incoming research student applications
- To support meetings, seminars and workshops (room bookings, accommodation, catering, etc.)
- Data entry including assisting with the annual review process and scholarships
- Deal effectively and efficiently with enquires 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