1 Advertisement

Post Title: Clerical Assistant
School/department: School of Engineering and 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, with occasional early morning commitments required.
Contract: fixed term for 12 months.
Reference: 6923
Salary: starting at £19,623 to £21,686 per annum, pro rata if part time
Placed on: 8 November 2021
Closing date: 1 December 2021. Applications must be received by midnight of the closing date.
Expected start date: As soon as possible

The University of Sussex, in partnership with Zhejiang Gongshang University, created the Sussex Artificial Intelligence Institute a first of its kind in China offering four undergraduate and postgraduate degrees in Robotics and Artificial Intelligence. The institute offers an exciting new way to go beyond physical space, and considers broader global and societal needs.

The successful candidate will work in a student facing role as the first contact point for students enrolled at the joint institute. This role will also work closely with the Senior Course Coordinator, assisting with the coordination of our taught courses, especially in relation to curriculum, assessment, and student experience.

We are seeking to appoint a proactive individual who has good communication skills, excellent attention to detail, and the ability to handle regular, routine tasks. This role will appeal to you if you enjoy working in a busy and varied environment. 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 Luke Scott L.Scott@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 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

Job Description for the post of: Clerical Assistant

Grade: 3
Responsible to: School Administrator
Responsible for: N/A

Purpose of the post:
Purpose of the post: To provide efficient administrative support.

Key Responsibilities:

1 Provide a friendly and professional general enquiries service to students, faculty, and visitors
   1.1 To be the first point of contact for all forms of 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 students.
   1.4 Preparation, updating, and distribution of documentation
   1.5 Deal effectively and efficiently with enquiries from staff, students, and visitors

2 Provide clerical support to school staff and officers
   2.1 To support meetings, taking accurate minutes
   2.2 To create and maintain all forms of records in line with University data protection guidance
   2.3 To enter data into systems as required
   2.4 To assist with the submission of assessed work and related processes
   2.5 To assist with timetabling
   2.6 To assist with teaching preparation

3. To support the Joint Institute Student Ambassador programme
   3.1 To review applications from students
   3.2 To respond to student ambassadors' queries
   3.3 To keep a record of student ambassadors' hours and check claim forms
   3.4 To attend online drop-in sessions

4. 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

Please ensure you evidence against all the criteria in this Person Specification on the “Additional information in support of your application” page of your application form.

Candidates will have the following:

ESSENTIAL

- willingness and ability to undertake routine work
- willingness to engage positively with change
- has a positive approach in communications with colleagues and students, and a can-do attitude
- the desire and ability to work as part of a flexible team
- good familiarity with the Microsoft Office suite particularly fast and accurate word processing.
- someone helpful, cooperative, and sensitive to the needs and feelings of others
- a commitment to customer service, approachability, and flexibility in responding to emergencies and unforeseen events
- the ability to plan work in order to meet priorities and deadlines
- experience of accurate data entry and minute or note taking
- reliability, honesty, and a commitment to maintaining confidentiality

DESIRABLE

- knowledge of the higher education systems of UK and China
- proficiency in Mandarin