

1 Advertisement

Post Title: Research Administrator

School/department: School of Global Studies

Hours: 0.5 FTE. Requests for flexible working options will be considered (subject to business need).

Contract: Fixed term until 31st December 2024

Reference: 7226

Salary: starting at £26,341 to £30,497 per annum, pro rata if part time

Placed on: 05 January 2022

Closing date: 04 February 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: TBC

The department of Anthropology is seeking an experienced professional to provide administrative support for the Afterlife research project in the school of Global Studies lead by Prof. Magnus Marsden.

Working closely with the Principal Investigator (PI), the post holder will provide diary management and PA support, as well as maintaining research project records and undertaking adhoc tasks pertaining to the successful delivery of the project as required.

The successful candidate will be highly efficient and well-organised, with excellent communication and problem-solving skills, and be comfortable and confident taking initiative and working proactively to balance a varied and demanding workload.

Please contact Magnus Marsden M.Marsden@sussex.ac.uk for informal enquiries.

Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.

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 <http://www.sussex.ac.uk/global/internal/>

3. Job Description

Job Description for the post of: Administrator Afterlives Project

School: Global Studies

Location: Arts C

Grade: 5

Responsible to: Project PI, Professor Magnus Marsden

Responsible for: N/A

Purpose of the post:

To provide administrative support to PI of the Afterlives project, Professor Magnus Marsden. The post holder will be responsible for managing diaries, conference and workshop organisation, organising and maintaining records and documentation relating to travel and research expenses, and undertaking a range of work as required to further the goals of the project.

Key Responsibilities:

1. To act as Administrative Assistant to the PI of the Project

1.1 Manage budgets and financial records, including requisitioning, invoicing and financial claims relating to expenses and travel

1.2 Organise workshops, conferences, and other research/academic events under the supervision of the PI

1.3 Processing paperwork

1.4 Social media activity which included managing communications and marketing, including emails, social media (Twitter and Facebook) and Broadcast items as well as preparing materials for engagement and events - flyers, reports, PowerPoint presentations and posters

1.5. Contribute to the writing of reports and other dissemination activities under the supervision of the PI.

1.6. Assist in drafting and editing policy papers relating the project and its outputs

1.7. Act as a liaising point with project partner institutions

1.8. Preparing agendas, taking minutes, and following up with action points for meetings

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

SKILLS/ABILITIES

	Essential	Desirable
Excellent organisational skills	X	
Excellent written and verbal communication skills	X	
Ability to deal with a wide range of people including building rapport	X	
A high degree of analytical and numerical ability	X	
The ability to maintain accuracy and attention to detail	X	
The ability to prioritise work to meet deadlines in a busy work environment	X	
A proactive approach to problem solving	X	
A high degree of IT literacy, with experience of Microsoft Word, Excel, Outlook, and remote working technologies	X	
Ability to engage with anthropological and historical material		X
The ability to work proactively with minimal supervision	X	

KNOWLEDGE

	Essential	Desirable
Knowledge of GDPR and appreciation of the need to maintain confidentiality and keep data secure	X	
Knowledge of UKVI policies as they intersect with employment, or evidence of a willingness to learn		X

QUALIFICATIONS

	Essential	Desirable
Bachelor's degree in History, Anthropology or related social science discipline	X	
Working knowledge of Persian (written and spoken)		X

EXPERIENCE

	Essential	Desirable
Experience of providing PA support including diary management and servicing meetings and committees	X	
Experience of working in Higher Education		X
Experience of handling confidential data securely	X	
Experience of developing organisational processes and systems to ensure efficiency		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
A commitment to learning, understanding and flexibility in one's work	X	
Flexible team player, with the ability to cooperate with others	X	