1 Advertisement

Post Title: Graduate Associate Assistant  
School/department: Global Studies  
Hours: Full time or part time hours considered up to a maximum of 37.5 hours  
Requests for flexible working options will be considered (subject to business need).  
Contract: fixed term for 13 Months  
Reference: 7243  
Salary: Starting at £19,623 to £21,686 per annum, pro rata if part time  
Placed on: 24 November 2021  
Closing date: 07 December 2021. Applications must be received by midnight of the closing date.  
Expected Interview date: 14 December 2021  
Expected start date: ASAP

This vacancy is only open to University of Sussex graduates from 2019/20 and 2020/21 both UG and PGT

The Social Science Professional Services team is looking to recruit an administrator to work in the Global Studies school office team. The post holder will:

- Provide administrative support to the team
- Deal effectively and efficiently with enquiries from staff, students and visitors
- Within clear parameters to take responsibility for specific projects or areas of work
- Contribute to the school service delivery

The successful candidate will have excellent communication and customer service skills, have excellent attention to detail and be able to plan and organise their work. Applicants should be a graduate from any undergraduate or taught postgraduate course at the University of Sussex.

This vacancy is part of the Sussex Graduate Programme, which offers work on campus with a professional services department. Develop your employability skills through genuine and meaningful work experience

Please contact Holly Foster, h.foster@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: Graduate Associate Assistant

School: Global Studies

Location: Arts C

Grade: 3

Responsible to: Senior Operations Officer

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 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.

4. Person Specification

Candidates will have the following:

Essential:
- willingness to do routine work
- the desire and ability to work as part of a flexible team
- fast, accurate word processing and an ability to ensure effective, professional standards of presentation
- someone helpful, cooperative, and sensitive to the needs and feelings of others, including a commitment to customer service, approachability and flexibility in responding to emergencies and unforeseen events
- the ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines
• reliability, honesty and a commitment to maintaining confidentiality

Desirable:
• experience in accurate data entry
• experience of working on projects
• experience of providing a reception service

Opportunities for professional development

The successful candidate will receive full training on our software and systems, such as CareerHub and Canvas. You will gain experience of office systems, and an understanding of how to undertake research in a work-based context, to produce reports and management information.

All University of Sussex staff have access to professional development opportunities in areas such as equalities, IT, wellbeing, and cultural awareness. You will also have access to a community of graduates working on campus in similar roles, and one-to-one support from a Careers Consultant.

You will have the opportunity to learn from our Careers Consultants and employer engagement experts and understand the higher education and work placement landscape. You will meet academics and professional services staff working in a large variety of roles within the University of Sussex; you will have the opportunity to visit employers and attend networking events to meet new contacts and widen your network.