

1 Advertisement

Post Title: EA to Director of Student Recruitment, Admissions and International Development and Deputy Pro-Vice-Chancellor International

School/department: Student Recruitment and International Development

Hours: Part time hours considered up to a maximum of 0.8 FTE (29.2 hours)

Requests for flexible working options will be considered (subject to business need) but appointee required to be present 4 days per week.

Core hours are normally between 08:30 – 17:00 or 09:00 – 17:30

Contract: permanent

Reference: 8346

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

Placed on: 03 May 2022.

Closing date: 08 June 2022. Applications must be received by midnight of the closing date.

Expected Interview date: Wednesday 8 June

Expected start date: As soon as possible

An opportunity has arisen for a highly organised and efficient individual, with excellent communication skills, to provide comprehensive executive assistant support to the Director of Student Recruitment, Admissions and International Development and Pro-Vice-Chancellor International.

The post-holder will provide a professional interface between the Director and his internal and external contacts. You will be responsible for managing his busy diary and making all necessary meeting arrangements. The post-holder will also be required to provide administrative support to key strategic projects for which the director is responsible including a focus on international strategy, recruitment and marketing and internal communications. Experience of marketing and communications will be important.

The ideal candidate will be enthusiastic, approachable and confident, with strong eye for detail. You will be expected to work well using your own initiative in a varied and busy environment. You will have excellent written and verbal communication skills combined with strong IT skills. You will become part of a dynamic and friendly team, which is focused on supporting the University in achieving its strategic aims.

Please contact Marcus Williams E: Marcus.Williams@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 Division of Communications, Marketing and Advancement

3. Job Description

Job Description for the post of: EA to the Director of Student Recruitment, Admissions and International Development and DPVC International

Department: Student Recruitment, Admissions and International Development

Location: Bramber House, Level 4

Grade: 5

Responsible to: Director of Student Recruitment, Admissions and International Development and Deputy Pro-Vice-Chancellor International

Administrative duties (60%):

Administrative support

- Diary management for the Director's office, DPVC International and senior members of student recruitment teams when required, including forward planning of workload, preparing relevant paperwork and taking minutes where necessary.
- Provide a professional interface between the Student Recruitment and Admissions functions and key internal and external contacts, proactively and efficiently addressing all queries
- Preparation of relevant paperwork for meetings attended by the Director of SRAID and DPVC International
- Responsible for monitoring the shared divisional equipment belonging to Recruitment and Admissions teams (laptops, iPads, conference phones etc.)
- Coordinating all Finance queries/processes and budgets on behalf of the Recruitment and Admissions teams and DPVC International; responsible for credit card reconciliation for the Director, DPVC and submitting receipted returns to the Finance Department, acting as first point of contact for Finance colleagues re Purchase Orders, Agresso queries, monthly financial reporting, budget-setting processes etc.
- Support arrangements for staff recruitment in student recruitment and admissions teams including acting as a liaison point with HR administration and setting up new starters (IT account, PC, telephone, ID and access card).
- Maintenance of the computer-based and manual files relating to the work of the Director, DPVC International (and their functions) including confidential material.
- Crafting professional correspondence and receipt and dispatch of internal and external mail, particularly dealing with email.
- Arrangement of national and international travel when necessary.
- Typing, collation and circulation of committee papers as required.
- Arranging refreshments for meetings as required.
- Organising external visitors; planning meeting schedules, booking accommodation, briefing visitors and internal colleagues.
- Provision of assistance with the wider work of the Student Recruitment, Admissions and International Development office (e.g. arranging and supporting Team workshops or planning days etc.)
- Such other duties as may be assigned from time to time.
- Explaining issues and parameters to a range of individuals on all levels of the organisation or

from external.

- Using current software packages to create professional presentations
- Explaining complicated/involved procedures and policies
- Influencing and negotiating to achieve desired outcomes in sometimes challenging situations
- Liaising with clients/colleagues to build ongoing professional relationships
- Designing and drafting professional presentations of results of research including recommendations and conclusions
- Monitoring resource usage (e.g. expenditure against a budget)
- Setting up databases and establishing procedures for collecting data in order to be able to identify patterns and trends
- Selecting and designing complex questionnaires, survey methods or tests and interpreting the results
- Conducting enquiries into complex complaints or system failures and indicating where improvements are needed
- Using data to formulate options

Special Responsibilities (40%):

- To provide administrative support and coordination efforts (agendas, minutes, follow up actions) to key strategic projects as well as the International Executive Group, fortnightly Recruitment and Admissions Working Group and informal working groups that may be called by the Director or DPVCI from time to time.
- Leading small to medium size projects/initiatives as requested by the Director of SRAID or DPVCI which support the ongoing development of the University's strategy, delivery of APP objectives or International strategies
- Develop and maintain systems/mechanisms to support key divisional processes e.g. Risk Assurance Platform, Finance System etc.
- To undertake research/data searches and information collation, drafting proposals for approval by and as requested by the director, also producing analyses/reports for onward consideration and review

This job description sets out the 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
Professional and engaged communications skills to include written, verbal and interpersonal relationship development and negotiation skills	X	
Advanced and proven administrative skill set with high attention to detail	X	
The ability to prioritise deadlines and deliverables	X	

Proven experience of word processing, using databases, spreadsheets, web updating and Microsoft packages	X	
A proactive and engaged approach to problem solving	X	
Ability to work independently and to use initiative	X	
Comfortable working on routine aspects of administration	X	
Liaising professionally and proactively with a very diverse range of audiences.	X	

KNOWLEDGE / EXPERIENCE

	Essential	Desirable
GCSE English A-C or equivalent	X	
Significant previous administrative experience	X	
Significant previous administrative experience in HE sector and understanding of high-level issues affecting the HE sector		X
Proven high degree of personal initiative and commitment to professional development	X	
Evidence of supporting and servicing the work of committees		X
The provision of EA support to senior management including the administration of complex diaries	X	
Proven dedication to continuous improvement in a high volume environment with competing priorities	X	
Experience of working within a project environment	X	
Experience of working cooperatively as part of a team to meet objectives	X	
Experience of developing, implementing and managing multiple administrative and digital systems	X	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Sensitivity, tact and the ability to remain calm when working to different priorities and under pressure	X	
Approachable, helpful and flexible	X	
Appreciation of the need to maintain confidentiality and data protection requirements	X	
Commitment to providing exceptional level of service	X	
Able and willingness to learn new systems and processes	X	
Analytical, innovative, and persuasive personality	X	
Able to work flexibly should the demands of the role so require	X	