

**UNIVERSITY OF WEST LONDON**

**JOB DESCRIPTION**

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| <p><b>Job Title:</b> Administrative Officer,<br/>Graduate School</p> <p><b>Responsible to:</b> Senior Administrative<br/>Officer, Graduate School</p>  | <p><b>Grade :</b> 4</p> <p><b>Salary:</b></p> <p><b>Location:</b> Based at Ealing, but you will be required to undertake your duties at any site of the University as required.</p> |
| <p><b>SUMMARY OF MAIN PURPOSE OF THE JOB</b></p> <p>To provide administrative support for a range of processes and activities in the Graduate School.</p>  |   |
| <p><b>DUTIES &amp; RESPONSIBILITIES:</b></p> <ol style="list-style-type: none"> <li>1. To be in charge of the recruitment process for research degree students ensuring effective administration of admissions. This includes receiving, monitoring, and tracking all research student applications, liaising with students during this process.</li> <li>2. To act as administrator for the doctoral training provision, planning, organising, monitoring attendance, and publicising the programmes supported by the Graduate School, liaising regularly with the teaching team, and students on the programme.</li> <li>3. To provide administrative support for the taught Extended Masters courses.</li> <li>4. To provide administrative support for the Graduate School team in relation to meetings/appointments, conference booking and associated travel and hotel arrangements.</li> <li>5. To provide administrative support for specific projects as directed by the Head of the Graduate School.</li> <li>6. To be the first point of contact for all current research students enquiries and to direct them appropriately.</li> </ol> |   |

7. To keep the Graduate School website and the Blackboard site current and up-to-date.
8. To liaise with research students and supervisors to monitor student progress.
9. To provide administrative support for the mentoring system for supervisors.
10. To provide administrative support for the Committees within the Graduate School as relevant. To arrange meetings, prepare agendas, take minutes and follow-up identified actions, as directed by the line manager.
11. To provide administrative support for any conferences organised by the Graduate School.
12. To prepare orders for goods and services in accordance with the University's Financial Instructions, including raising and receipting orders on Parabilis and requesting new suppliers to be added to Parabilis. To receive and process invoices.
13. To be responsible for student bursary payments, including raising and receipting orders on an annual basis for the duration of each bursary.
14. To pro-actively maintain stationery supply and order new equipment as requested; and to facilitate office operations.
15. To be responsible for making arrangements for the set-up for new staff.
16. To employ effective communication skills, both oral and written, to deal tactfully and sensitively with people at all levels.
17. To communicate appropriately at an interpersonal level and to establish and maintain good working relationships with a wide range of people, including with the Directorate.
18. To contribute towards the provision of an effective, efficient and professional administrative service for the Graduate School.
19. To carry out any other duties required by the line manager, which are commensurate with the post.
20. To ensure compliance with Health and Safety Regulations.
21. To participate in training as required by the University.

**PERSON SPECIFICATION**

| <b>CRITERIA</b>                  | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>   |
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| <b>Qualifications:</b>           | Educated to degree level or equivalent.  | .  |
| <b>Knowledge and Experience:</b> | Experience of dealing with a demanding and varied workload and a wide range of administrative procedures.  | Experience of committee work and minute taking.<br><br>Knowledge of IT support tools and the University student records database (unit-e). |
| <b>Specific Skills:</b>          | Proficient in Microsoft Office applications.   |  |
| <b>General Skills:</b>           | Excellent organisational and administrative skills.<br><br>Excellent communication skills: written and oral.<br><br>Excellent interpersonal skills.<br><br>Excellent customer service skills.<br><br>The ability to maintain confidentiality and work with sensitive data. |  |

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| <b>Other:</b> | The ability to prioritise your own workload effectively and balance conflicting priorities.<br><br>The ability to take individual responsibility for your own area of work and to work on your own initiative.<br><br>The ability to work as part of a team. |  |
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**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.