



Candidate Information

Position: Undergraduate Administrator
School/Department: Law
Reference: 22/109687
Closing Date: Monday 4 April 2022
Salary: £34,304 - £40,927 per annum
Anticipated Interview Date: Wednesday 27 April 2022

JOB PURPOSE:

Reporting to the School Manager, the Undergraduate Administrator will provide high quality administrative support to the School Manager, Head of School, and Director of Education to ensure the effective and efficient administration of undergraduate provision within the School.

MAJOR DUTIES:

1. Provide high quality administrative support for undergraduate provision across the School. This will include support for the Director of Education.
2. Manage all administrative processes in relation to all undergraduate functions including: marketing and student recruitment across the School, admissions and enrolment, progress monitoring, and examinations.
3. Support all aspects of the School Education Committee, including student recruitment, student progress, in line with Institutional and Faculty targets and strategies.
4. Assist in the management and implementation of developments or special projects arising from School strategies around education and undergraduate students.
5. Liaise with colleagues in the Faculty Office in relation to inter-Faculty activities and initiatives.
6. Liaise effectively with colleagues in Professional Support Directorates, in particular the Directorate of Academic and Student Affairs, to ensure the efficient administration of the School education portfolio, and with the Marketing, Recruitment, Communications and International Directorate on matters of student recruitment and the student experience.
7. Undertake any other duties as may be reasonably required within the general ambit of the post.

ESSENTIAL CRITERIA:

1. A primary degree, or equivalent qualification, or evidence of substantial management experience in an administrative environment.
2. A minimum of three years' relevant experience in an office environment or administration and management in a large public or private sector organisation, including:
 - Experience of planning and progressing work activities within organisational plans and policies;
 - Project management across a broad range of activities;
 - Marketing and Recruitment activities;
 - Providing advice to a number of demanding stakeholders;
 - Ability to produce and analyse information to inform complex management decisions;
 - Supervision and Management of Staff.
3. Proven analytical and organisational capability across a range of managerial functions.
4. Ability to manage, facilitate and implement change.
5. Ability to analyse complex problems and provide sound advice and guidance.
6. Strong influencing, negotiating and facilitating skills.
7. Excellent IT skills with a good working knowledge of MS Office packages.
8. Highly developed oral and written communication skills.
9. Strong presentational skills.

10. Strong interpersonal skills, with the ability to lead others.
11. Ability to produce accurate work, under pressure and within agreed deadlines.
12. Evidence of ability to exercise initiative and work independently.
13. Strong commitment to the post.
14. Flexibility and willingness to work irregular hours.
15. Ability to maintain strict confidentiality.

DESIRABLE CRITERIA:

1. Postgraduate or professional qualification in a relevant discipline
2. Experience working in the Education sector.
3. Committee Servicing.
4. Positive and proactive.