

Job Description

Post title:
Administration Assistant

Hours per week: 37.5
Weeks per year: 52

Permanent, full-time

Immediate line manager: Director of Administration

Job purpose:

The administrative team of the Institute of Law is looking for a highly motivated individual to join their small administrative team. The team provides key support services for the Institute of Law's academic community.

You will be the first point of contact for a number of tasks and it is therefore imperative that you are keen, confident and willing to help. Excellent verbal and written communication skills are essential, as is the ability to work independently as well as part of a team.

The Institute of Law is looking for a proactive conscientious individual, who can independently organise their workload and meet deadlines set.

Principal duties and responsibilities:

1. Provide administrative support to staff in the Institute of Law and operational support to visitors.
2. Maintenance of the Institute's accounting records, including various spreadsheets supporting the finance processes, and liaising with the Director of Finance as required.
3. Upkeep of various spreadsheets supporting the administration of the Institute and its library.
4. Help with the organisation of events, conferences, seminars, workshops and meetings.
5. Editing and updating relevant departmental web pages.
6. Making travel arrangements as required in liaison with academics, visitors and staff.
7. Providing administrative assistance, including meeting arrangements, diary organisation and other ad hoc tasks.
8. To produce letters and prepare supporting documentation for staff and students.
9. To use software such as Microsoft 365, WordPress, QuickBooks.
10. To help maintain the Institute of Law various virtual learning environments.

11. To edit Institute of Law video material, save and store it as per the Institute of law processes.
12. To prepare, organise and assist with student cultural visits, exhibitions, field trips and placements as appropriate and to attend all events, including Graduation days and recruitment events. (This includes catering and audio-visual equipment set up).
13. To undertake administrative duties appropriate to the post, including providing assistance with admissions and timetabling.
14. To attend at team meetings as required and working cooperatively with colleagues, taking minutes when requested.
15. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined.
16. The postholder will be required to work flexibly and will need to undertake work in the evenings and at weekends

Special requirements:

Given the nature of the role, some evening and weekend work will be required subject to the needs of the business.

All colleagues and staff are expected to comply with the Institute's policies in the performance of their duties.

Job description drawn up by:	Murielle Nicolas	6 November 2020
Approved on behalf of the Institute by:	Professor Janine Griffiths-Baker	10 November 2020