Administration at Royal Holloway is organised into three Faculties and central College sections. This post is based within the Faculty structure and will be part of a team responsible for the smooth running of the Faculty and the support it provides to the College administration. Royal Holloway has a robust and thriving staff development and promotion procedure and encourages staff to gain experience across the administration of the College.

The post holder will be responsible for many tasks which vary in accordance with the administrative requirements throughout the academic year.

Below are a range of duties that may be part of the remit of the post:

**Tasks**

**Communication/Teamwork/Liaison**
- Contact for external and internal student enquiries
- Liaise with departmental staff and College central services
- Updating departmental web pages

**Service Delivery**
- Administration of assessed coursework/submissions
- Maintaining student files including student attendance records
- All types of filing
- Secretary for various committees and staff/student committees
- Maintaining log of publications
- Collation and Distribution of student feedback

**Decision Making/Initiative & Problem Solving/Analysis & Research**
- Visual display assessment
- Co-ordinating publication and distribution of student handbooks
- Placing Agresso orders

**Planning and Organising Resources**
• Planning and coordinating student options
• Organising Welcome Week inductions sessions
• Organising Open Days
• Organising conferences as required
• Organising Social events
• Supporting exam process

Sensory and Physical Demands/Work Environment
• Maintaining stationery and other supplies
• Database and spreadsheet entry
• Use of College Systems e.g. Banner, Info view, Agresso, Moodle

Pastoral Care and Welfare
• Signposting students to College services

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.