## Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Postgraduate and Research Administrative Assistant</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Management</td>
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<tr>
<td>Job type</td>
<td>Administration</td>
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<td>Grade:</td>
<td>4</td>
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<tr>
<td>Reports to:</td>
<td>PhD &amp; Research Administrator</td>
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<tr>
<td>Responsible to:</td>
<td>Deputy Head of School, Administration</td>
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### Purpose of the Post

Administration at Royal Holloway is organised into three Faculties and central College sections. This post is based within the School of Management 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:

### Key Tasks

#### Communication/ Teamwork/ Liaison
- Point of contact for Student enquiries
- Liaise with all Academic and non-academic departmental staff
- Examination assessment process
- Admissions administration

#### Service Delivery
- Maintenance of student admin and assessment records
- Production of course documentation
- Service committees
- Provide administrative support for Research staff with Administrative responsibilities

#### Decision Making/ Initiative & Problem Solving/ Analysis & Research
- Monitoring student attendance and assessment submissions
- Assist PhD and Research Administrator with overall administration relating to research
• Develop and refine office systems

Planning and Organising Resources
• Assist with organisation of events and training
• Collate advance training feedback for research students
• Provide support for research students examination process

Physical Demand
• Data entry

Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.