**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>SCC – Demonstration, Website and Event Assistant</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Information Security - Smart Card and IoT Security Centre (SCC) of Science</td>
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<tr>
<td>Job type</td>
<td>Technical/</td>
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<tr>
<td>Grade:</td>
<td>Student/part-time (max value £2.5k)</td>
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<tr>
<td>Accountable to:</td>
<td>Prof Konstantinos Markantonakis (SCC Director)</td>
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**Purpose of the Post**

Provide general support to the ISG SCC activities including the setup of smart cards, embedded tools, demos, and the support of the SCC show case events, as well as to assist in the review and updating of educational material.

The Bursary/Post is for 12 months (assuming a successful review at the 3 month stage) and available to PhD students studying in association with the Smart Card Centre.

Additionally the assistant will be expected to provide ad-hoc support for other SCC initiatives, as required by the Smart Card Centre Director or Lecturer.

**Key Tasks**

- Maintain the SCC lab, e.g. demos, hardware and software, into a presentable state for visitors and students.
- Review and update of educational material.
- Provide pro-active support for SCC events, particularly for open days and guest meetings/demonstrations. Taking part responsibility for logistics and ensuring a positive visitor experience.
- Introduce updates to the SCC website(s).

**Other Duties**

The duties listed are not exhaustive and may vary 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 will actively follow Royal Holloway policies including Equal Opportunities policies. The post holder will also observe Fire and Health and Safety Regulations.

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

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Members of the ISG, SCC
- Other staff members of the department/school
- Visitors, collaborators and suppliers to the department/school