



JOB DESCRIPTION

Job Title:	Administrator (Summer School)
Department /Faculty:	Centre for the Development of Academic Skills (CeDAS)
Grade:	FTE0.5 at RHUL 5 (fixed-term for 12 months)
Reporting to:	Study Abroad Co-ordinator for incoming students (CeDAS)

Job Purpose

The post holder has responsibility for managing, co-ordinating and overseeing the administrative work associated with the development and effective delivery of the remit of the Summer School.

Key responsibilities and outcomes: (most frequent duties first)

- Under the direction of the Programme Leader and the Study Abroad Co-ordinator with responsibility for incoming students, to oversee the administrative support related to the development, organisation and delivery of the Summer School;
- To ensure that administrative processes are efficient and cost effective, to develop new administrative processes and procedures and to implement agreed changes to meet the needs of the Summer School;
- To provide ad-hoc administrative support to the Programme Leader (Summer School);
- To act as first point of contact for any students as well as teaching and other staff involved in the delivery of the Summer School, ensuring that good customer service is provided at all times;
- To manage all administrative processes (including liaison with HR) associated with the employment of temporary, part-time staff within the Summer School such as teaching staff contracted for the summer, the employment of student ambassadors and student helpers;
- Working with the Programme Leader, to ensure that the Summer School's financial procedures are carried out in line with Royal Holloway's financial policies and to make regular reports on this to the Programme Leader;
- Working with the Programme Leader, to monitor departmental expenditure against budget and to provide regular financial reports;
- To support Summer School activities which are aimed at ensuring a positive student experience and student wellbeing;
- To provide the Programme Leader with high quality of support to ensure compliance with RHUL's Health and Safety policies and procedures;
- To take on other duties as required by the Programme Leader that are commensurate with the grade.

Other duties:
As the needs of the department and Royal Holloway change so the above job profile, duties and location of the role within the institution may change.

Job descriptions should be regularly reviewed to ensure they represent an accurate account of the duties carried out by the post holder. The job description may be altered from time to time at the discretion of the College, and in consultation with the post holder.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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	ESSENTIAL	DESIRABLE
Academic Qualifications		
Undergraduate degree	X	
Relevant Knowledge & Abilities		
Knowledge and understanding of UK HE		X
Ability to understand and communicate data effectively	X	
Ability to demonstrate high level of customer service delivery	X	
Ability to demonstrate excellent spoken and written communication skills	X	

Ability to use initiative and propose solutions to solve complex problems	X	
Awareness of and sensitivity to cultural diversity	X	
Relevant Experience		
Working in UK HE		X
Developing, implementing and maintaining new processes and systems	X	
Using finance related databases and systems		X
Personal Qualities		
Awareness of and sensitivity to cultural diversity	X	
Excellent interpersonal skills	X	
Excellent organisational skills	X	
IT literate	X	
Pays attention to detail	X	
Ability to work independently	X	
Ability to work under pressure	X	

How to Apply:

Please click the link at the bottom of the advertisement to apply via the Royal Holloway application portal.

Completed applications must be received by 23:59 on the closing date to be considered.