**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative Assistant</th>
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<tr>
<td>Department / Unit:</td>
<td>Department of Politics, International Relations, and Philosophy</td>
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<td>Grade:</td>
<td>RHUL 4</td>
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<tr>
<td>Accountable to:</td>
<td>Prof. Laura Sjoberg</td>
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<tr>
<td>Accountable for:</td>
<td>Not applicable</td>
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**Purpose of the Post**

The Academic Administration at Royal Holloway is organised into six School Administration teams which are all part of the Academic Services directorate; a single professional service which supports the student journey. Administration teams have been designed to provide a consistent and effective service to both students and staff. This post is based within the School of Law and Social Sciences, in the Department of Politics, International Relations, and Philosophy. Rather than serving the school more generally, this post is focused on Administrative Assistance to Professor Laura Sjoberg.

The appointed candidate will be working with Prof. Sjoberg to do administrative work for research, research travel, organizing conferences and speakers, and organizing a Centre for Gender Studies at Royal Holloway University. The Administrative Assistant role will be responsible for a variety of administrative tasks to support the accomplishment of these key goals. The role holder will demonstrate a commitment to our shared vision and service standards.

The Administrative Assistant will support Professor Sjoberg in assuring the efficient administration of her research and university service work. The Administrative assistant is also responsible for the key tasks outlined below.

**Key Tasks**

Support of research and research travel:

1. Researching and/or booking travel for Professor Sjoberg and/or any other members of the research team, including train fare, airfare, accommodations, and car hires.
2. Printing, photocopying, mailing, and/or scanning research-related reading and communication as needed to support the research project.
3. Maintenance of a contact list for research contacts, and communicating with research contacts as needed.
4. Maintenance of a calendar of research meetings and opportunities for Professor Sjoberg.
5. Familiarity with, and ability to interface with, Royal Holloway administrative systems and software in order to assist with the filing of expenses and reports.
Support of organizing conferences and speakers:

6. Researching and/or booking travel for speakers or conference guests and/or any other members of the research team, including train fare, airfare, accommodations, and car hires.
7. Printing, photocopying, mailing, and/or scanning conference- or talk-related reading and communication as needed to advertise or support talks and/or conferences.
8. Management of attendee systems like registration for talks and/or conferences as needed.
9. Coordination of reimbursement requests related to talks and/or conferences as needed.

Support of the Centre for Gender Studies:

10. Maintenance of a contact list for academic and funding contacts, and communicating with contacts as needed.
11. Familiarity with, and ability to interface with, Royal Holloway administrative systems and software in order to assist with the filing of expenses and reports.
12. Printing, photocopying, mailing, and/or scanning centre-related reading and communication as needed to advertise or support talks and/or conferences.

**Other Duties**

The duties listed above may be varied from time to time as dictated by the changing needs of Professor Sjoberg's work. The post holder will also be expected to undertake additional duties as appropriate and requested by Professor Sjoberg.

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 work closely with colleagues in the School of Law and Social Sciences Academic Administration, IT services, and administrative and academic staff in other schools.