## JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Erasmus+ Administrative Assistant</th>
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</thead>
<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>CeDAS, Student and Academic Services</td>
</tr>
<tr>
<td><strong>Job type</strong></td>
<td>Casual, Fixed term</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Accountable to:</strong></td>
<td>Administrative Officer</td>
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<tr>
<td><strong>Accountable for:</strong></td>
<td>n/a</td>
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</tbody>
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### Purpose of the Post

CeDAS is the home of a number of Royal Holloway courses and activities:
- The Integrated Foundation Year
- The Pre-sessional English Language Programme
- Contemporary Britain Modules
- Study Abroad

CeDAS is the home department for students from partner universities overseas who would like to study with us for periods of up to a year. We also help current students take up opportunities to study abroad through Erasmus+. It is this last activity that this post is designed to support.

### Key Tasks

1. The triaging of enquiry emails from Royal Holloway students due to be paid an Erasmus+ grant.
2. Responding to triaged e-mails and updating students on the status of their grants as appropriate.
3. The processing of relevant documentation including identifying and reporting issues with it as appropriate.
4. The recording and filing of Erasmus+ documentation.
5. The maintenance and updating of relevant spreadsheets.

### 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 their manager.

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:

- Colleagues from Student & Academic Services
- Students
- Academic Schools and Departments.