



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Clerical Assistant				
DEPARTMENT	Research and Graduate School				
LOCATION	Brayford Campus				
JOB NUMBER	RGS001	GRADE	3	DATE	October 2014
REPORTS TO	Senior Administrator				

CONTEXT

The Research and Graduate School is an independent unit within the University working to enhance the postgraduate research student experience, culture and sense of community across the institution. The team provides support to postgraduate research students and works with academic and professional support colleagues involved with postgraduate education and services.

JOB PURPOSE

The primary purpose of the role is to engage with and support postgraduate students to enhance their postgraduate experience at Lincoln through two key portfolio activities:

1. The development of a new eJournal specific to publishing for PGR students and their academic collaborators
2. The development of a series of new Postgraduate Research Societies to highlight key interdisciplinary groups convened by and for PGR students

The role will support the development of an associated range of initiatives and activities designed to impact upon the experience of Lincoln postgraduate students through engaging with key partners both internally and externally.

To give the graduate an opportunity to gain valuable work experience in the areas of journal editorial work, events management, information management, advisory services, and personnel management.

KEY RESPONSIBILITIES

Networking and Liaison
<ul style="list-style-type: none"> • Engage with postgraduate students to enhance their skills and experience in publishing and active research societies • Liaise with key support staff in the Library regarding eJournals/publishing • Liaise with postgraduate student representatives providing networking and feedback opportunities • Organise focus groups for the purpose of obtaining postgraduate student feedback in support of the portfolio • Maintain an awareness of postgraduate support initiatives locally, nationally and internationally • Liaise with programme leaders, administrators and supervisors to help plan and organise postgraduate events in relation to the two portfolios
Post graduate student events
<ul style="list-style-type: none"> • Assist in the planning of student events working with internal and external contacts to provide a vibrant programme for the two portfolios • Assist with the organisation and arrangements of team events in relation to the portfolio • Represent the department at identified social and academic events as required (eg open days)
Communication
<ul style="list-style-type: none"> • Act as first point of contact for postgraduate students on the two portfolio activities • Present information about the Research and Graduate School at University Induction events so students and colleagues are aware of the two portfolio activities • With the support of the Web Officer, design posters, flyers, schedules etc for online and print materials • Provide written information about the portfolios for the PRE Team monthly newsletter • Keep accurate records of meetings to share and discuss with the Team
Administration
<ul style="list-style-type: none"> • General administrative duties in relation to the portfolio and PRE Team events

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The post holder will follow standard University guidelines and procedures. The post holder will have access to confidential records and will be required to maintain confidentiality in respect to all relevant areas. The nature of the role will require some duties to be performed in the evenings and /or weekends.

Key working relationships/networks

Internal	External
Line Manager Dean of Research & Postgraduate Research Education Postgraduate Research Education Team Library Team Professional Service Colleagues (eg, Student Administration, Admissions, Student Support, Careers, Alumni etc) Academics/Supervisors/Programme Leaders College/School Postgraduate Administrators Postgraduate Research Students Student Representatives Students' Union Marketing and Communications Key PGR societies and forums	Postgraduate Student Representatives Students' Union Postgraduate Administrators Postgraduate Academic Leads Procurement Contacts Publishers Alumni



UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

JOB TITLE	Clerical Assistant	JOB NUMBER	RGS001
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Educated to degree standard or equivalent	E	A
Experience:		
Experience of organising or developing projects	E	A
Experience of working with postgraduate students	D	A/I
Experience of working in a supportive capacity	D	I
Skills and Knowledge:		
Excellent communication skills – both written and verbal	E	A/I
Good planning organisation skills	D	A/I
Good IT skills – competent user of Microsoft Office	E	I
Competencies and Personal Attributes:		
Ability to demonstrate creative and innovative ways of thinking	D	A/I
Ability to work with minimum supervision	D	A/I
Ability to engage with postgraduate students	E	I
Ability to interact with academic and support staff	E	I
Business Requirements		
Evening/weekend work will be required	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job.
Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	LM	HRBA	HA
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