

Job Details	
Job Title:	Administrative Assistant (Pre-Sessional Programme) - Internship
School/Dept/Institute & Centre:	School of Languages, Linguistics and Film
Reports to:	<i>Resources Manager</i>
Grade:	2 Full Time
Appointment period:	1 st May to 5 th July 2019 Fixed Term
Current Location:	Mile End

Job Context

The School of Languages, Linguistics and Film is a leader in teaching and research both nationally and internationally. It offers a range of foundation, undergraduate and postgraduate degrees, including programmes that are jointly run with other Schools. The School has over 150 foundation, 850 undergraduate and 100 postgraduate (taught and research) degree students. It also offers short courses through the Language Centre, accommodating over 600 pre-sessional English language students, over 4000 in-sessional foreign language, English language and study skills module registrations, and is a partner in transnational programmes attracting over 500 students.

The Language Centre, one of the Departments within the School prepares international students for their main degree programmes by teaching these students English for Academic Purposes intensively in the summer on the Pre-Sessional Programme on courses of 13, 9 or 5 weeks' duration (depending on how far their current level of English falls below the requirement for direct entry to their courses). The internship makes a valuable addition to the programme as it consists of a variety of essential functions that ensure the student experience is a positive learning experience throughout.

This post is available as an Internship and available to QMUL graduates on a temporary fixed term contract from 1st May 2019 to 5th July 2019. This is an excellent opportunity to gain some valuable experience.

Job Purpose

This role will provide an efficient and professional service to support the day to day work of the School. The post holder will be providing a number of administrative tasks on the Pre-sessional Programme, working closely with the Pre-Sessional Programme Convenor, the Resources Administrator, the Programme Administrator, the Password Examination's Technical Coordinator and the Social Programme Assistant.

Main Duties & Responsibilities

1. Supporting the Resources Team with arranging interviews and collating documents in preparation for teaching contracts.
2. Assisting the Resources Team in preparing one off payments, record keeping and communicating with guest lecturers / invigilators as required relating to their payment.
3. Assisting the Programme Administration Team by preparing and issuing Welcome Packs to students on their first day.
4. Assisting the Programme Administration Team in photocopying and delivering timetables and registers to the classrooms on the first Friday of each Course.

Main Duties & Responsibilities

5. Supporting the Engagement Monitoring Policy (designed to ensure full student attendance) by checking attendance registers on a weekly basis and informing the Engagement Monitoring Officer.
6. Facilities: liaising with Estates / Security to ensure that classrooms are open / available and to a suitable standard (e.g. no AV, air-con., or other issues to be addressed before classes commence).
7. Virtual Learning Environment: editing and uploading guest lecture video captures so that students can watch these lectures again in their own time if they wish.
8. Standardisation meetings in teacher inductions on Course C and Moderation meetings: locating essays, according to the Programme Convenor's instructions and distributing these to the teaching staff the day before these meetings.
9. Staff Student Liaison Committee meetings: photocopying and distributing class sets for Course Representatives' elections. In addition, taking Minutes during these meetings.
10. The taking of Minutes during all Pre-Sessional meetings as directed.
11. The taking of model notes and/or writing comprehension questions during guest lectures.
12. Distributing attendance 'sign in' sheets at these lectures, then checking attendance against registers and emailing non-attending students.
13. Social Programme: liaise with the Social Programme Assistant and assist students on mid-week excursions to places of local interest, if possible.

General

14. Act as professional first point of contact for all visitors to the School
15. Contribute to the smooth running of the School's operations through supporting administrative colleagues, e.g. by answering phones, assisting with queries, etc.
16. The post holder must, at all times carry out their responsibilities with due regard to the QMUL Equal Opportunities and Health & Safety policies.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Job Profile

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements		Essential / Desirable
Qualifications	Current QMUL student or QMUL graduate	E
	Educated to A level or equivalent	E
Knowledge, Skills and Experience	Administrative / office experience	D
	Good written and oral communication skills at all levels	E
	Experience of working in busy, demanding environment	E
	Able to plan and prioritise own workload to meet deadlines	E
	Able to work both independently and as part of a team	E
	Good customer service and interpersonal skills	E
	Good record keeping skills	E
	Computer literate with a good knowledge of Microsoft Office software (including Outlook, Word, Excel, PowerPoint)	E
	A commitment to working collaboratively and flexibly as part of a team	E

Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.