Administrative Assistant
Department of Archaeology

Closing date: 8 November 2017
Interview date: 24 November 2017
Vacancy reference: 6142
INTRODUCTION

A vacancy has arisen for a full-time administrative assistant to support our systems for admissions, teaching and student assessment. The Department of Archaeology is based in the city campus at King’s Manor, in the centre of York.

This is a student-facing role and an excellent opportunity to gain experience in many aspects of higher education administration.

You will have a good knowledge of office processes, including use of the Microsoft Office suite and Google applications. You will have a track record of working in a busy and customer-centred environment and be able to produce detailed, accurate work to strict deadlines. You will be an effective communicator, able to work in a team. You will have a proven ability to handle confidential and sensitive data appropriately. Experience of working in higher education is desirable although not essential.

The post is available from 2 January 2018 for a period of 12 months.

Professor John Schofield
Head of Department
Main purpose of the role

To carry out routine, established administrative processes in order to facilitate the smooth running of an administrative service to the Department of Archaeology.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Assist the Postgraduate and Undergraduate Administrators with all aspects of the student assessment process, including the receipt and recording of student work, distribution to markers and accurate entry of marks onto the University SITS system.
- Respond professionally to enquiries, received on the telephone, in person or electronically, and provide a reception and hospitality service
- Provide straightforward advice and support to, or seek information from, departmental /service staff and external customers
- Routine checking of the teaching timetable and liaison with Timetabling staff when amendments are needed.
- Assist the Postgraduate and Undergraduate Administrators with all aspects of the admissions process.
- Maintain a system for recording individual arrangements for students with disabilities.
- Maintain a system for tracking right-to-work records.
- Maintain a system for tracking the compliance of visa-holding students with University monitoring systems.
- Assist in the preparation & production of a wide range of department/service documentation using different electronic and paper based media
- Input & extract straightforward data and service-related information, such as student records, using spreadsheets and the electronic student records system, and maintain an electronic and paper based filing system
- Make accurate and effective use of computerised office systems to create and revise documents, analyse data and communicate with colleagues and external customers
- Organise transport and housekeeping for visitors, departmental open and visit days, field trips and events.
- Support the Postgraduate administrator in arrangements for student placements.
- Processing and presentation of student evaluation data.

Any other duties that fall within the scope of the role as allocated by the line manager following consultation with the role holder
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include 5 GCSE passes at Grade C or above, or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<td>Education to A Level standard.</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge and understanding of the routine practices and procedures used in an administrative office</td>
<td>Essential</td>
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<td>Working knowledge of computer software including Microsoft Word and Excel and Google applications.</td>
<td>Essential</td>
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<td>Knowledge of University assessment workflow</td>
<td>Desirable</td>
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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to make efficient and effective use of standard office computer systems including word-processing and spreadsheets</td>
<td>Essential</td>
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<td>Ability to effectively organise and prioritise own work and follow procedures, in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<td>Ability to work independently to solve a range of straightforward problems relating to administrative processes</td>
<td>Essential</td>
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<td>Ability to contribute to the preparation and production of information and promotional material</td>
<td>Essential</td>
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<tr>
<td>Ability to input and extract data from databases and spreadsheets, and prepare standard reports with a very high level of accuracy.</td>
<td>Essential</td>
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<td>Ability to administer a petty cash system and monitor income/ expenditure against a simple budget</td>
<td>Essential</td>
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<th>Experience</th>
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<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Experience of taking an active part in a team, helping colleagues as required, to ensure tasks are completed on time and to required standards</td>
<td>Essential</td>
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<td>Experience of providing advice on administrative procedures to colleagues and external customers</td>
<td>Essential</td>
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<td>Experience of working within front line customer service</td>
<td>Essential</td>
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<td>Experience of handling confidential or sensitive data.</td>
<td>Desirable</td>
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<th>Personal attributes</th>
<th>Essential</th>
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<td>Works as a member of a team</td>
<td>Essential</td>
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<td>Comfortable working flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>Adapts well to change and service improvements</td>
<td>Essential</td>
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<td>Able to produce work to set deadlines to a high level of accuracy</td>
<td>Essential</td>
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The Department of Archaeology is based in the King's Manor, a medieval and post-medieval building in the heart of the historic city, with archaeological science laboratories and additional staff offices in BioArCh on the Heslington West campus. The Department is one of the leading archaeological research and teaching institutions in the UK and provides busy and vibrant working environments at both locations. The Department comprises around 80 staff, including 10 support staff. The student body consists of around 300 undergraduate students and 250 postgraduates, both full and part-time.

Further information about the department is available at: http://www.york.ac.uk/archaeology/
The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region's leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6142
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 8 November 2017.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to claire.mcnamara@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835