Administrative Assistant
Centre for Medieval Studies

Closing date: 28 January 2018
Interview date: 5 February 2018
Vacancy reference: 6304
INTRODUCTION

This vacancy is to replace Brittany Scowcroft with no change to the original contract and job description. The role is part-time (60% FTE), split between Centre for Medieval Studies (83.33%) and the Department of English and Related Literature (16.67%), at Grade 4 level.
Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of an administrative service for a Department or Service.

Key responsibilities

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

- Apply a good working knowledge of departmental/service administrative systems to answer queries and resolve problems from colleagues and external customers
- Contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.
- Analyse, manipulate and interpret information in order to compile detailed summary reports and communications
- Provide effective and efficient administrative/secretarial support to senior colleagues, including the co-ordination of diaries, arranging and servicing meetings, filtering enquiries, drafting and preparation of documentation and organisation of travel/events
- Arranging internal and external meetings and making travel/accommodation arrangements
- Produce departmental/service-related documentation using different media, eg, newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, etc
- Assist in organising all aspects of key note visits, meetings events, workshops, and conferences
- Monitor income/expenditure against a service-related budget; manage and maintain a relational database(s)
- Maintain the department/service website/webpages and update content as required
- Assist in the preparation of relevant department/service documentation and processes, including timetable, assessments and examinations; ensure the timely dissemination of information to the appropriate people
- Process invoices and orders, making effective use of departmental/university financial administrative process as required
- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Education to A-level standard</td>
<td>Essential</td>
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### Knowledge

| Knowledge of administrative procedures and processes used in a busy office within a large complex organisation | Essential |
| Knowledge of office accounting processes                                               | Essential |
| Knowledge of a full range of MS office applications particularly Word, Excel, Access, PowerPoint and on-line media | Essential |

### Skills, abilities and competencies

| IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create & maintain web pages and online media | Essential |
| Ability to communicate effectively with a wide range of people, orally and in writing | Essential |
| Numeracy & literacy skills with the ability to monitor expenditure against a financial account/budget and maintain a petty cash system | Essential |
| Competent in the design and production of a range of information and promotional documentation and literature | Essential |
| Ability to prepare agendas and take & transcribe minutes | Essential |
| Competent in diary management, with the ability to plan and organise meetings, small scale events, workshops and conferences | Essential |
| Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines | Essential |
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<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 analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of organising events &amp; meetings</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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<th>Personal attributes</th>
<th>Essential / Desirable</th>
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<tr>
<td>Ability to work in a busy environment under constant interruption</td>
<td>Essential</td>
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<td>Have a willing and flexible approach to work</td>
<td>Essential</td>
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<td>Have a friendly, outgoing manner</td>
<td>Essential</td>
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<td>Possess the ability to remain calm</td>
<td>Essential</td>
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<td>Possess a sense of humour</td>
<td>Essential</td>
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<td>Able to work as a member of a team</td>
<td>Essential</td>
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<td>Able to work flexibly, under pressure and to tight deadlines</td>
<td>Essential</td>
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The Centre for Medieval Studies (CMS) at the University of York was founded in 1968 in order to promote interdisciplinary research into the Middle Ages 400-1550. It is the largest provider of medieval graduate studies in the UK and enjoys a global reputation as one of the most successful institutions in its field. Our 40 members of staff are drawn from several departments, and the subjects they teach include Archaeology, Art and Architectural History, History, and Literature. We host 40–70 Masters students and 40–60 PhD students, more than half of whom are registered on interdisciplinary programmes and all of whom share in the interdisciplinary culture of the CMS.

The Centre is housed in a building of great character in the historic King’s Manor, which is located near the centre of the medieval city of York, two miles distant from the main university campus in Heslington. Its students and staff share an active and invigorating research environment, with several research seminar meetings each week during term, and at least two international scholarly conferences each year.

The Administrative Assistant will assist the Administrator in the smooth running of the Centre’s busy office and will include tasks such as:

1. To act as the front person for the CMS office during office hours:
   - deal with student daily enquiries
   - help staff with daily CMS office needs
   - liaise with visiting staff over requirements

2. To assist in the effective administration of the Centre’s postgraduate programmes:
   - disseminate information on the Centre’s events
   - answer enquiries on cms-office account
   - keep student files in order and up to date
   - collate and distribute course information, handbooks etc
   - administer assessment deadlines and distribution of work for marking
   - distribution of termly reports and feedback process
   - coordinate field trips
   - deal with admissions applications, logging into the database and distributing copies to the admissions officers.

3. To assist in the effective administration of the Administrator’s office:
   - maintain office equipment and keep stationery and photocopying stocks
   - keep the Centre’s information boards and student notices updated
   - collate and distribute the Centre’s termly calendar of events
   - maintain circulation lists and distribute weekly news bulletins
   - provide help at key events, such as Induction Day and Open Day
   - occasional conference organisation
4. To process all student administration work for the MA in Medieval Literatures, owned by the English Department, and to assist on any short-term projects for the English Department Medieval School (such as database maintenance and data entry, organization of workshops and meetings).

NB: Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

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 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](https://jobs.york.ac.uk)
- Find this job using reference 6304
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 28 January 2018.

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

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

recruitment@york.ac.uk

+44 (0)1904 324835