University of Edinburgh
Job Description

1. Job Details
Job title: Admin Support Staff
School/Support Department: Communications & Marketing
Line manager: Marketing Manager

2. Job Purpose
To provide day-to-day administrative and clerical support for the Enlightenment Lecture Series.

3. Main Responsibilities:
   • To create and maintain a contacts/events database so that accurate and up to date information is available to all relevant staff. 20%
   • To provide a clerical service for the support of the Enlightenment Lecture Series so that meetings, correspondence, files etc are maintained for the effective planning of the Enlightenment Lecture Series. 20%
   • To co-ordinate and manage responses and also to respond to general enquiries about the series so that tickets are distributed and data is maintained for the Series. 20%
   • To assist with the production of all promotional/publicity material so that all material will be produced within the given timelines. 20%
   • To manage and co-ordinate all travel and accommodation with regards to the Enlightenment Series so that it be will produced within the given timelines. 20%

4. Planning and Organising
   • To follow planning and timelines as given by the line manager
   • Some duties may require to be prioritized depending on the urgency of the issue

5. Problem Solving
To show initiative and attempt to solve problem but to always ensure any senior member of staff is aware of the problem

6. Decision Making
Prioritisation of own work

7. Key Contacts/Relationships
Contact with staff across the University and with key University stakeholders and contacts.

8. Knowledge, Skills and Experience Needed for the Job
   • Highly computer literate with competent knowledge of database systems and management of them
   • Competent use of Microsoft, Mail Merge, Email and PowerPoint.
   • Confident and effective manner over the phone
   • Ability to project-manage production schedules for various types of publicity/promotional material.

9. Dimensions
• The job affects directly: 4 others. (1 in Old College, 1 in Development and 2 in Communications and Marketing)
• Provides secretarial and administrative support for only 2 in Communications and Marketing.

10. Job Context and any other relevant information
The Enlightenment Lecture series is being produced/programmed to tight deadlines but the University may have to respond to opportunities that may involve re-organisation, re-prioritisation of workloads etc to accommodate. The job also may involve working in the evenings and either time off in lieu or extra payment will be made.