



## JOB PROFILE

### Job Details

**Job Title:** Team Assistant

**Reports to:** Programme Administrator

**Department: Marshall Aid  
Commemoration Commission (MACC)**

**Grade:** ACU grade A (Part time 3 days a week)

### Overall Purpose of Job

To provide administrative support to the Head of Scholarship Administration and the Programme Administrator of the Marshall Aid Commemoration Commission (MACC) to facilitate the administration of the Marshall Scholarship Scheme.

### Main Areas of Responsibility

1. This is a mainly administrative role assisting the Programme Administrator in a busy team. The postholder will gain exposure to working within a prestigious international scholarship programme.

#### Main duties:

- co-ordinating the data entry, creation copying and posting of Notifications of Award (award offer letters) for Marshall Scholarships
  - co-ordinating the dispatch of Confirmations of Award of Marshall Scholarships
  - liaising with the Marshall stakeholders as required, in the printing, copying, collating and mailing of letters and questionnaires to Scholars, supervisors, alumni, UK contacts and universities
  - Updating and maintaining both hard copy and electronic files
  - Undertaking filing, copying and maintaining of records and files as required.
  - Responding to enquiries relating to the Marshall Scholarship Online Application system and general enquiries on Marshall Scholarships.
  - Providing event support – maintenance of accurate records of guest lists, attendance to provide support, and adhoc duties relating to events
  - Minute taking at committee meetings
2. To contribute to the efficient delivery and demonstrate initiative in the development of ways of working
3. Support and promote ACU policies, recognising the shared responsibility of effectively managing the relationships of post graduate scholars.

### Applied Knowledge, Skills and Expertise

1. Degree qualified (This role involves working with University students therefore knowledge or experience of University will be useful - Applicants will be considered if they are currently working



towards a degree)

2. Experience of administrative work and dealing with enquiries
3. Relevant experience of working in an HE/Educational Office environment (desirable)
4. 5. High level of proven competence of Microsoft Office Suite and other databases
1. 6. Good interpersonal skills and ability to work as part of a small team as well as an ability to work
2. independently, show initiative and exercise sound judgement
3. 7. Strong written and verbal communication skills combined with the confidence to interact with a range of stakeholders, including some at senior levels
4. 8. An understanding and commitment to providing excellent customer care with the ability to enrich the experience of scholars
5. 9. Ability to balance competing priorities under pressure of deadlines without compromising the quality
6. of service delivery
7. 10. Excellent time management and organisational skills
8. 11. High accuracy and strong attention to detail

## Additional Information

- The Asylum and Immigration Act 1996 requires the ACU to obtain evidence of immigration status and eligibility to work in the UK from new employees. If you are invited for an interview, you will be asked to show appropriate documentary evidence of your eligibility to work in the UK when you attend. The ACU cannot sponsor candidates for this role.
- During peak times the postholder may be required to work beyond normal working hours.
- The postholder may be expected to attend occasional events and meetings in the evenings
- The postholder is expected to carry out other duties which are broadly consistent with those described in accordance with the changing needs of the department and the requirements of the job.
- The postholder must be committed to the ACU's ethos and values and comply with policies and procedures, including Equality and Diversity policies.