



Administrative Assistant

GRADE 3

Job Purpose

To provide a range of administrative and support services to team or business unit.

Main Duties and Responsibilities

1. Coordinate and support administrative tasks and processes across the team or business unit.
2. Provide support to groups and committees including notetaking, minuting and subsequent preparation of minutes as appropriate.
3. Diarise and arrange meetings, events, etc. as reasonably required.
4. Prepare meeting documentation including agenda, agenda setting, minute circulation, progressing actions and any associated papers.
5. Follow up on requisite actions, escalating issues and reporting accordingly to ensure timely completion of tasks.
6. Provide support to team members to produce content, develop communications and gather information.
7. Act as first point of contact for external/ internal enquiries to the team or business unit.
8. Undertake any other reasonable duties as required by the team.
9. Engage in reasonable professional development activities as appropriate.
10. Contribute to the enhancement of the University's international profile in line with the University's strategic plan.

Knowledge, Qualifications, Skills and Experience

Qualifications

- Either: Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.
- Or: Scottish Credit and Qualification Framework level 5 or 6 [National 5 or 6, Scottish Vocational Qualification level 2 or 3] or equivalent, and experience of personal development in a similar role.

Knowledge, Skills and Experience

- Ability to undertake assigned tasks in a timely manner and to an acceptable standard
- Initiative and judgement to plan or schedule work days and weeks ahead, and to respond to changing requirements and resolve problems independently
- Ability to communicate clearly, clarifying requirements, responding to colleagues and customers