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| Person Specification |  |

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| Job Title | Administrative Assistant, Centre for History (0.4FTE) |
| **Department** | Centre for History, EO |
| **Responsible To** | Head of Centre for History  |
| **Responsible For** | N/A  |
| **Grade** | Five |
| **Location** | Dornoch / Hybrid  |
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| Criteria | Essential | Desirable |
| Qualifications | * Knowledge of office procedures acquired through SVQ2 in administration / business related subject or equivalent

  | * Degree in business or related subject, or in Humanities subject (such as history)
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| **Experience** | * Expected to have a working knowledge of education settings or equitable experience
* Experience organising events
* Customer service management or equivalent experience
 | * Experience of working within an academic HE environment
* Experience with SITS
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| **Knowledge & Skills** | * Desktop computer systems (MS Windows) and associated productively tools (MS Office, especially Excel)
* Minute taking and ability to record information in a structured manner
* Office management and organisational skills
 | * Ability and skills to contribute to website/ social media content and marketing strategy
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| **Personal Qualities** | * Ability to work within a team to ensure completion of tasks
* Systematic and organised approach to work, and keen eye for detail
* Approachable and good communication skills, have a positive attitude and professionalism in both face to face and telephone interactions with members of the public, students, staff and other professionals
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| **Other Circumstances** |  | * Knowledge of, or interest in, history and Humanities subjects more broadly
* Knowledge of, or interest in, Gaelic language and culture.
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Date: April2018