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| Job Description |  |
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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 |
| Job Objective |
| * *To carry out day to day administrative tasks relating to the Centre for History*
* *To organise meetings and events for the Centre.*
* *To support Curriculum and Research Officers and academic staff*
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| Key Duties & Responsibilities |
| * Deal with day to day email correspondence and other enquiries;
* Help organise and minute Centre staff meetings, Course Committee meetings and research project team meetings;
* Help organise and oversee Centre workshops, events and summer schools, and social networking activities;
* Supporting the Centre’s undergraduate and postgraduate students via HistoryHelp and PGT emails and support sites, answering queries and keeping them up to date with important events through the VLE;
* Help with the administration of the Masters programmes, from enquiry through application to enrolment on SITS, induction and invoicing;
* Assist with undergraduate enrolment – maintain a database of enquiries, applications and enrolments, communicating with academic partners as necessary;
* Liaise with UHI colleagues in exam board preparation, including papers and registers. Coordinate the entering of student assessment marks and produce reports for exam board meetings;
* Assist with Centre for History marketing, liaising with UHI colleagues, marketing consultants, artwork designers and publishers.  Keep the Centre website and social networking sites updated;
* Assist in the collation and maintenance of statistics and other information, and in the preparation of reports;
* Identify, manage and report on risks associated with the role.
* Participate in the university’s performance and development review procedure.
* Take due care of yourself and others in respect of health and safety.
* Attend training courses that may be identified as necessary by your line manager;
* Carry out such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
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| This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is the university’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement the university reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.Date: April 2025 |