

# Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: Student Recruitment & Study Abroad Office Assistant (Band 1)**

**Department/Division:** Student Recruitment & Study Abroad (Academic Registrar's Division)

**Accountable to:** Student Recruitment Coordinator (Uggla Family Scholars Programme)

Criteria	E/D
<b>Knowledge and experience</b> <ul style="list-style-type: none"><li>IT literate – ability to use basic Microsoft programmes, including Word Outlook and Excel.</li><li>Good general knowledge of LSE and UK higher education.</li><li>Previous administrative experience in an office environment.</li><li>Experience of using Salesforce and/or other CRM systems.</li></ul>	E D D D
<b>Communication</b> <ul style="list-style-type: none"><li>Excellent written communication skills, with particular emphasis on spelling and grammar.</li><li>Excellent oral communication skills.</li><li>Ability to understand and convey information in a clear and accurate manner.</li></ul>	E E E
<b>Planning and organising resources</b> <ul style="list-style-type: none"><li>Ability to work with limited supervision.</li><li>Ability to receive and reflect upon feedback and demonstrate improvement.</li><li>Ability to structure workload to maximise results.</li></ul>	E E E



<b>Investigation, analysis and research</b>	
<ul style="list-style-type: none"> <li>Ability to collect data and information from standard sources using predetermined procedures.</li> </ul>	E
<b>Service delivery</b>	
<ul style="list-style-type: none"> <li>Ability to provide a high-quality, responsive, customer-focused service in the undertaking of all tasks.</li> <li>Impeccable attention to detail.</li> </ul>	E E
<b>Liaison and networking</b>	
<ul style="list-style-type: none"> <li>Ability to liaise effectively with colleagues around Recruitment and Admissions, academic departments, and other professional services divisions to successfully deliver on tasks.</li> </ul>	E
<b>Flexibility</b>	
<ul style="list-style-type: none"> <li>Available to work both during and outside term-time.</li> <li>Willingness to work on different tasks other than those outlined in the job description when required and as requested by the SRSA team.</li> </ul>	E E

**E – Essential:** Requirements without which the job could not be done.

**D – Desirable:** Requirements that would enable the candidate to perform the job well.