



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 and Study Abroad Office Assistant (Band 1)

Department/Division: Student Recruitment and Study Abroad (SRSA) – Recruitment and Admissions, Academic Registrar's Division (ARD)

Accountable to: Student Recruitment and Study Abroad Administrator

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



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