



**The Architectural Association**

## **Undergraduate and Core Studies Assistant**

<b>Salary:</b>	£30,000 to £32,000 per annum
<b>Location:</b>	London – Bedford Square
<b>Department:</b>	Registrar's Department
<b>Reporting to:</b>	School's Registrar
<b>Starting Date:</b>	As soon as possible
<b>Contract Type:</b>	Fixed Term (1 Year)
<b>Position:</b>	Full-time; 35 hours Monday to Friday; 10am-6pm

### **Role Overview**

The AA School is looking to appoint an Undergraduate and Core Studies Assistant to work as part of a team in a busy and dynamic environment. Reporting to the School Registrar and managed by the Undergraduate and Core Studies Co-ordinator, the Undergraduate and Core Studies Assistant will support the delivery of a range of interlocking administrative activities over the academic cycle. A reactive and student-facing role and working on-site (Bedford Square premises) as the optimum arrangement, the Undergraduate and Core Studies Assistant will work closely with students and academic staff of the Foundation Course, Intermediate and Diploma Programmes (Undergraduate provision) as well as liaising with colleagues across various administrative departments.

### **Main Responsibilities**

- Assisting with queries from students, Unit and Core Studies staff.
- Supporting the Registrar's Department in core administrative activities.
- Annual and termly registration processes for full-time registered students.
- Administration of Unit and Core Studies introductions and related activities at the outset of the academic year.
- Supporting student registration for required and optional Core Studies course provision; production of course lists.
- Provision of a range of compliant student letters and correspondence.
- Record keeping and collation of Studio/Unit study trips; management of destination register to support AA Travel Insurance policy requirements.
- Undertaking room bookings and co-ordination of academic resource requirements.
- Co-ordination of jury events.
- Maintaining academic records (digital and hard copy) and undertaking compliant filing and office management systems.
- Managing the input/extraction and maintenance of student data on the database throughout the academic cycle, ensuring data is robust and up-to date. Data will include registration lists, Unit selection, Core Studies course registration, formative and summative assessment results as well as general student status information.

- Coordination of Core Studies submissions; maintaining academic records of submission activity in online portal and central database; coordination of assessment procedures and assessment recommendations.
- Participation in the ongoing development of digital based submissions and enhancements to the central database and record keeping systems.
- Managing the 'Declaration of Future Studies' process each academic year to accurately record the intentions of each student in regard to the continuation of their studies in the following academic year.
- Assisting with the administration of the formative and summative portfolio assessment procedures as scheduled throughout the academic year including the production and distribution of Reports.
- Assisting with the production of the Core Studies Course Booklet and timetable.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

## **Person Specification**

### **Knowledge, Skills and Experience**

- A minimum of 2 – 3 years' experience in a similar role is essential; previous employment within higher education or in an arts/architectural setting would be advantageous.
- A proven record of managing a complex administrative workload.
- Experience of teamwork in a busy, deadline focused environment.
- Ability to learn systems and processes quickly, and to analyse and disseminate data clearly.
- Experience of providing high levels of customer service to students.
- Experience of giving information and guidance to academic staff and students.
- Experience of using Microsoft Office Applications, particularly Excel.
- Experience of recording keeping and use of sector-standard HE databases.
- Knowledge of the student lifecycle in higher education.

### **Skills:**

- Excellent interpersonal skills and a friendly, approachable and positive attitude.
- Good oral and written communication skills.
- Demonstrable teamwork skills and the ability to work on own initiative when necessary.
- Excellent organisational and time management skills.
- A high level of accuracy and attention to detail especially during busy periods.
- The ability to prioritise effectively to achieve set goals and milestones as well as the capacity to handle reactive situations and tasks.
- Excellent IT literacy (Microsoft Word / Excel / Outlook and Database systems).

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.