

Preston Sejong Institute Administrator – School of Psychology and Humanities – Grade E

Job Description

Purpose

To provide a comprehensive secretarial service to the Preston Sejong Institute by supporting administrative duties outlined by the Preston Sejong Institute Director and teaching staff.

Duties

1. Contribute to all administrative duties associated with the role.
2. Actively participate as a member of the Preston Sejong Institute team.
3. Undertake effective communication and liaison at all levels, both internally and with external partners and stakeholders.
4. Arrange and service meetings, prepare agendas, minute meetings, and distribute action plans.
5. Contribute to the planning and hosting of Preston Sejong Institute cultural programmes.
6. Attend any associated training and development sessions required by the King Sejong Foundation.
7. To work productively as part of a team to secure School and University objectives.
8. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
9. Carry out any other duties commensurate with the grade.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of working in relevant subject area (Application/Interview).
- A range of GCSEs including English and Maths at Grade C/4 or above or equivalent experiential learning (Application)
- Proficiency in Korean speaking and writing (Application/Interview).
- Good communication and presentation skills (Application/Interview).
- Ability to work effectively and efficiently as an individual and as a member of the team (Application/Interview).
- Good organisational skills (Application/Interview).

- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Demonstration of professional development to support Preston Sejong Institute activities (Application/Interview).
- Additional qualifications or training relevant to the subject area (Application).