



# Executive Assistant (Academic)

## Job Description

### POSITION OVERVIEW

<b>Location</b>	London (St Katharine Docks)/ Remote (Hybride)
<b>Term</b>	Full-time; permanent
<b>Salary</b>	£35,000 - £40,000 per annum, dependent on experience
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	Immediate

We are looking to appoint an enthusiastic and highly organised individual to support the academic leadership team. You will provide high quality and proactive administration and will have excellent communication skills, IT skills and outstanding attention to detail as well as ensuring strict confidentiality is maintained.

You will report to the interim Dean of Faculties and Dean for Academic Development and Innovation. You will support the academic leadership through the provision of wide-ranging, first-class administration and processes to assist in the smooth and effective running of faculty academic operations.

### DUTIES AND RESPONSIBILITIES

- Diary management by booking internal and external meetings.
- Coordinating the smooth running of faculty academic processes, including liaising with other teams to highlight issues and arrange for them to be addressed to underpin operational effectiveness.

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- Monitoring progress on academic initiatives and projects, and proactively ensuring that appropriate action is taken.
- Creating, implementing and maintaining office and information management systems to keep track of projects, documents and working papers.
- Liaising with staff on behalf of the academic leadership team typically around organisation and coordination.
- Minute taking at meetings and following up on actions required.
- Preparing documents and presentation materials for the academic leadership team.
- Supporting the academic leadership team with any other ad hoc administrative requirements.

### About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, which may include tutorials. The College is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

### Person Specification

#### Experience

- Experience in an Executive Assistant role supporting multiple Senior Managers (Essential)
- Experience of diary management (Essential)
- Experience of project management (Highly desirable)
- Experience of working in an educational establishment (Highly desirable)

#### Knowledge, Skills and Abilities

- High level of competence in the use of IT, especially MS Office.
- Excellent attention to detail and accuracy.
- Outstanding organisation and prioritisation skills.
- Strong communication skills both verbal and written.
- Resilient, with ability to remain calm and measured under pressure.

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- High degree of professionalism and personal integrity; ability to exercise complete discretion.
- Collaborative, flexible and adaptable, with readiness proactively to embrace change.

### APPLICATION PROCESS

Applications should be made via [this link](#) by 20.00, **4 February 2022**. Please reference your application “**EA1221**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is **not** able to provide sponsorship on this occasion.