



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Doctoral College Assistant, Doctoral College



Salary: Grade 4 (£19,202 – £22,017 p.a.)

Reference: CSLDC1011

Fixed-term until 3 December 2020

We will consider flexible working arrangements

Doctoral College Assistant

Doctoral College, Student Education Service

Are you a well organised and adaptable individual, committed to delivering an excellent student experience? Do you want to help the Doctoral College and its Graduate Schools deliver and develop their exceptional Postgraduate Research Service?

This is an exciting opportunity to work within the Leeds Doctoral College, part of the Student Education Service. The Leeds Doctoral College was formed in September 2017 to provide a central and overarching umbrella organisation for all postgraduate researcher (PGR) activity in the institution, and provides enhancement opportunities and support for all the University's PGRs.

With experience of working in an administrative role, you will have responsibility for processes relating to admissions. You will also support wider Doctoral College activity where required; with events such as the PGR Open Days and induction events. You will be based in one of the Faculty Graduate Schools, with the possibility of working across the Doctoral College in line with fluctuations and peaks in workload.

You will be well organised, with excellent attention to detail and a flexible approach to work. You will work collaboratively with staff around the Doctoral College and the wider University to share good practice and encourage knowledge exchange between colleagues to facilitate continuous improvement.

What does the role entail?

As a Doctoral College Assistant, your main duties will include:

- Providing effective and efficient support for processes relating to postgraduate researchers (PGRs), primarily within the area of admissions;
- Liaising with other teams within faculties and the wider University, including colleagues within the Student Education Service, Finance, Marketing, and external agencies, to provide a seamless, high-quality applicant and PGR experience;
- Responding efficiently and professionally to enquiries or requests for information and using guidelines and procedures to resolve problems;
- Building effective working relationships and contributing experience, support



and advice to colleagues within the Student Education Service;

- Accurately recording and maintaining information using University systems and producing reports when required;
- Contributing to team decisions and being proactive in making suggestions on how to improve student support practices and processes;
- Keeping up to date with student support developments and their timely adoption.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Student Education Service Assistant, you will have:

- An enthusiasm for, and experience of, working in an administrative role and delivering an excellent customer service;
- Excellent communication skills; able to work positively with staff and students at all levels and to work effectively and proactively as part of a team;
- Excellent organisational and time management skills, with the ability to work independently and proactively and organise and prioritise your own workload to meet deadlines and conflicting demands;
- The ability to analyse and solve problems, using initiative and guidance and the capability to identify and suggest improvements to the service provided;
- Strong IT skills and be proficient in the use of Microsoft Office products, particularly Word and Excel;
- A flexible and adaptable approach, with a commitment to seeking development and learning opportunities and the ability to keep up-to-date with new processes, information and systems;
- Excellent accuracy and attention to detail;
- A commitment to seeking development and learning opportunities, with the ability to keep up-to-date with new processes, information and systems.

You may also have:

- Experience of using information management systems.



Contact information

To explore the post further or for any queries you may have, please contact:

Steph Binks, Graduate School Manager for Leeds University Business School and Faculty of Social Sciences

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Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

