



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

PA and Centre Administrator, International Foundation Year



Salary: Grade 4 (£19,612– £22,417 p.a.)

Reference: CSIFY1010

We will consider flexible working arrangements

PA and Centre Administrator International Foundation Year

Are you service-focused, with excellent administrative and organisational skills? Do you want to join a growing team at the University supporting international students to join degree programmes? Can you work independently and proactively?

You will provide PA and administrative support to the Director of International Pathways Programmes as well as administrative support for the wider team, including diary management, responding to enquiries, organising meetings and providing a professional service.

The University has an International Foundation Year (IFY) for international students who wish to study at the University of Leeds but who do not yet have the qualifications they need to start an undergraduate degree programme. It also has key relationships with two other international pathway providers, which feed into the university. These programmes and relationships are managed within the International Pathways Centre.

Having previously worked in a PA role, you will have experience of electronic diary management and the ability to provide excellent customer service and work under pressure to meet multiple deadlines.

What does the role entail?

As a PA and Centre Administrator, your main duties will include:

- Proactive diary management for the Director of International Pathway Programmes (DIPP), operational planning and implementing effective ways of working to ensure comprehensive PA and administrative support;
- Supporting projects and opportunities and undertaking research on market intelligence for the DIPP, taking the lead on areas of work as required;
- Developing contacts and building effective working relationships across the University and with external partners to ensure the effective coordination or information of activity;
- Acting as the first point of contact for enquiries, providing a professional service and liaising with others as required to respond and proactively resolve queries;



- Planning and organising meetings/events/conferences including arranging venues, agendas, organising travel and accommodation and assisting the Director in preparing material or PowerPoint slides for presentations;
- Carrying out effective and efficient administrative support for the work of the International Pathways Centre including recording and maintaining information using university systems, collating data and producing reports, producing documents as guided and supporting the admissions and progression work of the office.

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 PA and Centre Administrator, you will have:

- Relevant experience in a PA role including experience of complex diary management;
- Relevant administrative experience;
- Excellent customer service skills with the ability to provide an excellent student experience whilst maintain standards;
- The ability to communicate clearly and comfortably and build positive working relationships with people at all levels both internally and externally and from different cultures;
- Experience of organising events or complex meetings and hospitality;
- Experiencing of working cross-culturally;
- The ability to handle confidential information working within guidelines and in accordance with data protection regulations;
- The ability to contribute to the development, improvement and implementation of systems and processes and to develop, improve and embed service delivery standards for students and staff;
- The ability to work independently and effectively as part of a team;
- Excellent attention to detail and the ability to maintain accuracy;
- Excellent administration, organisation and time management skills including, the ability to meet multiple deadlines and work under pressure and organise events and meetings;



- Experience of recording, storing and retrieving data using computer and paper based systems and or databases;
- IT skills with experience of Microsoft Outlook, PowerPoint and excel.

You may also have:

- Experience of working in an HEI environment;
- Experience of using university systems, such as Banner;
- Experience of working in an international education context.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

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

Anne Lawrence, Director of International Pathways Programmes

Tel: +44 (0)113 343 7834

Email: a.e.lawrence@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is 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 on 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 page.

