Candidate Brief

Research Administrator

Reference: R190070
Salary: £22,659 - £24,771
Contract Type: Continuing
Basis: Full time
Closing Date: 23.59 hours GMT on Wednesday 6 March 2019
Interview Date: To be confirmed
**Job description**

**Job Purpose:**
The role of Research Administrator (Recruitment, Admissions and Student Support) is one of a small team of administrators within the Research Degrees Programme (RDP) Office in Aston Business School. The RDP Office provides support for research students and supervisors and manages the whole research student life cycle from enquiry through to award. This role focuses on the recruitment, admissions and induction of research students, but the post holder would be expected to contribute to a wide range of activities in support of research degrees programme students and supervisors.

**Main Duties/Responsibilities:**
- To deal with enquiries about the Research Degrees Programme (RDP) from prospective students, current students and staff, by email, phone and personal visits to the School.
- To process all student applications in line with agreed criteria and processes.
- To liaise with academic groups/staff on the progress of applications.
- To update the Pro Vice Chancellor & Executive Dean on the status of current applications and enrolled students on a weekly basis.
- To update all academic staff on current applications on a weekly basis.
- To process application decisions and make offers to successful home and overseas RDP applicants.
- To issue Confirmation of Acceptance for Studies (CAS) letters to overseas students.
- To maintain admissions information on research webpages.
- To assist with student enrolment procedures.
- To create, maintain and update student records on SITS - enter assessment results and assist with preparations for Exam Boards.
- To assist with the production and distribution of student handbooks and other materials.
- To maintain the Blackboard (the University’s Virtual Learning Environment) area for students.
- To provide clerical support to the Research Methods Courses (RMC), e.g. distribution of RMC module packs and assignments, liaising with RMC tutors regarding course arrangements such as room bookings, provision of handouts and equipment. Post materials on Blackboard. Arrange marking and moderation.
- To assist with data and management reporting requirements for the RDP.
- To manage room bookings for the RDP Seminar Room.
- To assist with the organization of the DBA Colloquia.
- To undertaking any other duties that may be required from to time for the effective operation of the RDP Office, commensurate with the grading of the post.

**Additional responsibilities**
- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University’s environmental sustainability agenda and practices.
## Person specification

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<th>Essential</th>
<th>Method of assessment</th>
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<td><strong>Education and qualifications</strong></td>
<td>A minimum of 5 GCSEs, including Maths and English at grade C or above or equivalent</td>
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<td><strong>Experience</strong></td>
<td>Experience within a similar administrative role</td>
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<td>Experience of dealing with a varied workload with tight deadlines</td>
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<td>Experience of dealing with student and staff queries and working in a customer focussed environment</td>
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<td>Experience of using databases and manipulating data.</td>
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<td>Experience of using Microsoft Office</td>
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<td>Experience of data management and reporting</td>
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<td><strong>Aptitude and skills</strong></td>
<td>Able to multitask and work flexibly</td>
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<th>Desirable</th>
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<td><strong>Education and qualifications</strong></td>
<td>A level qualifications</td>
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<td><strong>Experience</strong></td>
<td>Previous work in a Higher Education Environment</td>
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<td>Experience of working with SITS</td>
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How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:
Name: Farat Ara
Job Title: Research Degrees Programme Manager
Email: f.ara@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: [http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/](http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/)

Benefits: [http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/](http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/)


Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website [https://www.gov.uk/browse/visas-immigration/work-visas](https://www.gov.uk/browse/visas-immigration/work-visas). Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual’s career.
An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection Act 1998:** Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University’s Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at [http://www.aston.ac.uk/data-protection](http://www.aston.ac.uk/data-protection). Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr)