



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Entrepreneurship Events & Admin Coordinator (Generate)

**Department/Division:** LSE Careers  
Consultant

**Accountable to:** Head of Generate and Careers

### Job Summary

An exciting opportunity for a recent graduate to join LSE Careers as part of the entrepreneurship project. A nine month opportunity to help implement our program for the coming academic year with responsibility for social media, event planning and stake holder relations.

### Duties and Responsibilities

#### Communication

- Provision of advice, information and exploration of customer needs
- Responsibility for the timely and accurate circulation of information between various groups and individuals, both internal and external
- Provide accurate information in line with current School guidelines to enquirers
- To service and minute for meetings where required

#### Team work and motivation

- Provision of support, assistance and cover to other members of the team
- Be an active member of your immediate team and the department as a whole helping out with the range of departmental activities.

#### Liaison and Networking

- Liaison with a broad range of both UK and international students, staff and external organisations
- Develop departmental contacts through regular meetings with current and prospective customers

#### Service Delivery

- Handling service requests as and when necessary
- Promote the departmental activities to potential customers internally and externally to the LSE
- Assist other members of your immediate team in overseeing the smooth running of events and other activities run by the department.
- Assistance with dissemination of research outputs
- To manage and modify existing databases and database management systems
- Answering telephone enquiries, staff requests for info and help with diplomacy when dealing with staff members, the general public and students paying attention to confidentiality and discretion when called for

#### Planning and organising resources

- Contributing to the organisation of events
- Maintenance of office filing and records systems



- Management of administrative activities, this may include transcription of qualitative data, website maintenance, invoice processing, photocopying, filing
- Assistance in logistics of organising surveys and other primary data collection (e.g. setting up interviews, collecting information from organisations)

#### **Investigation, analysis and research**

- Assisting with data interpretation, quantitative or qualitative, including input and data quality checks, data cleaning, collating, assembling
- Perform data searches for additional or missing data
- Contributing to writing of reports and other research outputs, usually providing references, checks on documentation, formatting, editing, preparation of charts, graphs, figures

#### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

#### **Equality and Diversity**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#)

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.