



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: LSE LIFE Study Adviser (quantitative subjects)

Department/Division: LSE LIFE

**Accountable to: LSE LIFE Learning Developer and Deputy Head, LSE LIFE
(Student mentoring programmes and one-to-one advice)**

Criteria	Evidence	E/D
Knowledge and experience	Experience of delivering student support in one-to-one and/or small group settings.	E
	Evidence of an understanding and appreciation of the support needs of international students, of cultural differences, and ability to relate well to people from diverse backgrounds and levels of academic experience and ability.	E
	A good undergraduate degree in mathematics, statistics, economics, or other relevant quantitative subject	E
	Post-graduate degree in mathematics, statistics, economics or other relevant quantitative subject	D
	Experience of managing a varied workload, prioritising to meet competing deadlines	D
	High quality IT skills, particularly in MS Office (Word, Excel, Outlook), Stata, SPSS.	E
	Knowledge of coding (e.g. Python, R) and data visualisation/presentation tools (e.g. Tableau)	D
Communication	Good interpersonal skills, with the ability to work empathetically and effectively with a wide range of students and colleagues across an institution	E
	Good verbal and written communication skills, with the ability to convey information in simple and straightforward terms to students and colleagues (individuals or groups)	E
	Understanding of issues relating to client confidentiality and data protection	E



Teamwork and motivation	Experience of building productive working relationships with other team members and diverse stakeholders across an institution	E
	Willingness and desire to contribute actively to the team and the success of LSE LIFE	E
Planning and organising resources	Ability to manage a demanding workload with frequently changing priorities	E
	Ability to work independently without direct supervision	E
Initiative and problem solving	Ability to solve day to day problems as they arise	E
	Ability to recognise when a problem should be referred to other parts of an organisation	E
	Ability and confidence to design and deliver relevant initiatives contributing to the success of LSE LIFE	E
Service delivery	Calm and focussed approach when working under pressure	E
	Ability and willingness to deliver excellent "customer care" to LSE LIFE users	E
	Ability to respond effectively to the demands of a multi-service centre, and to be prepared to take on different duties as the need arises	E
	Ability and willingness to work some evenings and some weekends both on campus and online.	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.