



## 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: Turkish Studies Administrator and Research Assistant**

**Department/Division:**  
European Institute

**Accountable to:**  
Chair in Contemporary Turkish Studies

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	A completed MA degree (or equivalent) in any field of the social sciences, with a preference for politics, international relations or economics, by the post start date.	E
	Strong research and data analysis skills.	E
	Excellent organisational and planning skills.	E
	Excellent IT skills – including Microsoft Office applications and website editing software.	E
	A completed MPhil/PhD degree in the social sciences, with a preference for politics, international relations or economics, by the post start date.	D
	Previous experience of providing administrative support to senior personnel and/or academic staff.	E
<b>Communication</b>	Fluent in both Turkish and English languages.	E
	Strong interpersonal skills with the ability to use both tact and diplomacy in sensitive situations.	E
	Ability to convey complex technical information in a clear and accurate manner.	E
	An ability to write concise and informative committee minutes.	E
<b>Teamwork and Motivation</b>	Ability to manage own areas of responsibility independently without direct supervision.	E
	A high level of initiative and self-motivation as well as a pro-active and flexible approach to work.	E
<b>Planning and Organisation</b>	Ability to work under pressure and to multiple deadlines, and to prioritise time effectively.	E



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

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