



## 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:** Events and Administration Assistant

**Division:** LSE Careers

**Accountable to:** Student Experience and Operations Manager

Competency	Criteria	E/D
Knowledge and experience	Examples of effectively using Microsoft Office (Outlook, Word and Excel in particular)	E
	Experience of web content management systems, blogging and social media	D
	Examples of using databases and customer relationship management (CRM) systems	D
Communication	Excellent verbal and written skills and the ability to communicate effectively and confidently at all levels	E
	Experience of understanding and conveying information in a clear and accurate manner face-to-face, in writing and by telephone	E
	Experience of producing printed materials, including posters, flyers and booklets	D
	Examples of editing and proof-reading with high attention to detail	D
Planning and organising resources	Experience of office administration, including organising meetings, scheduling, filing, printing and copying	E
	Experience of planning and organising own workload and using initiative with limited supervision	E
	Experience of working to deadlines and to prioritising multiple tasks whilst maintaining attention to detail	E
	Experience of event administration, including room bookings, catering, communications with attendees and speakers, preparation of event materials and taking attendance	E



<b>Teamwork</b>	Experience of participating in, and actively contributing to a team	E
	Ability to work within different sub-teams in a professional and cordial manner	E
<b>Service delivery</b>	Experience of providing a high quality, professional standard of service	E
	Experience of providing information accurately and promptly to internal and external customers	E
<b>Initiative and problem solving</b>	Experience of sorting information into relevant categories and prioritising for action	E
	Experience of recognising when a problem should be referred	E
<b>Analysis and research</b>	Ability to research information using a variety of sources	D

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

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