



## 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:** Events and Administration Assistant

**Division:** LSE Careers

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

### Job Summary

As the Events and Administration Assistant, you will provide administrative and operational support to LSE Careers in a variety of areas; primarily our busy events programme and the marketing and communications associated. Outside of the events programme you will also be working on our website, surveys and feedback collection, data administration, newsletters, social media, blogging and vacancy board.

You will often staff our enquires desk, responding to students, staff, alumni and employers, and also provide general administrative support to the office, such as taking minutes, booking rooms, printing, copying and scheduling.

The role is based in the Student Experience and Operations Team, reporting to The Student Experience and Operations Manager, but your work will be divided between all the teams in the Division, ensuring that they receive the administrative support needed when they are busiest.

### Duties and Responsibilities

#### Event support (40%)\*

- Providing a range of pre-event logistical support such as printing and collating event materials, brochures and signage, producing name badges, wristbands and lanyards
- Liaising with speakers and hosts in advance of events including sending information and attendance reminders and requesting and preparing speaker biographies and event brochure copy
- Supporting activities designed to encourage and monitor attendance at events such as sending event reminders and cancellation notices to attendees and taking and marking attendance at events
- Working on post event administration such as collecting and uploading event feedback
- Other events assistance including adding new speakers and hosts to our database and booking rooms and catering

#### Marketing and communications (20%)

- Raising the profile of our events and services by preparing posters, flyers and plasma screen displays



- Editing blog posts, event copy, web pages, emails and other content in line with the Careers house style
- Sourcing and editing images for digital use and compiling publications and newsletters

#### **Web, data and systems (20%)**

- Supporting our data administration by cleansing and inputting data from feedback surveys and other questionnaires
- Editing event and vacancy records in line with Careers guidelines
- Ensuring the accuracy and professionalism of our blogs and website by checking and editing broken links
- Uploading events and vacancies to our database and uploading resources to the Careers website

#### **Other duties (20%)**

- Responding to staff, students, alumni and employers by phone and email
- Staffing our student enquiry desk on a shift basis
- Supporting our HR and learning and development activities by printing and preparing materials for training, interviews and meetings
- Producing reports and carrying out research, such as competitor analysis
- Supporting our Employer Engagement Team with administration relating to internship schemes
- General office administration as required such as taking minutes at meetings and other duties and project work as required

\*Percentages are a rough guide only

#### **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.