

JOB DESCRIPTION
Date: December 2024

Position	Administrative Assistant (9 month fixed term contract)
Purpose	<p>Our Fulbright Awards are scholarships that support cultural exchange between the US and UK. Our scholars include postgraduate students, academics, senior visiting professors and other professionals across a wide range of disciplines. Becoming a Fulbright scholar means entering into a diverse global community of accomplished individuals and is a lifelong commitment.</p> <p>The Admin Assistant will be a temporary member of the Fulbright Awards team and will:</p> <ul style="list-style-type: none"> - support the UK awards team where UK citizens apply for a masters or research programme in the US - support the effective organisation, storage, archiving and maintenance of physical and digital records in line with organisational policy and UK GDPR requirements
Supervised by	Senior Programme Manager, UK Awards
Main responsibilities	<ol style="list-style-type: none"> 1. Support to the UK awards team <ul style="list-style-type: none"> • Provide support to the UK awards team with all aspects of the selection process, including coordinating the receipt of applications, organising interview panels and preparing interview materials • Responsible for accurate record keeping and effective tracking and processing of all documentation relating to scholars in line with GDPR requirements • Assist team with creating grant paperwork for approval by the Director of Finance and Executive Director • Assist the UK Awards team with Salesforce CRM database management • Provide logistical support in the execution of Fulbright Programme events and, where possible, Commission wide events 2. Filing and archiving <ul style="list-style-type: none"> • Prepare and scan physical records ensuring clarity for digital storage • Organise and save digital files in MS Sharepoint • Label, index and categorise files to ensure consistency and accessibility • Safeguard sensitive and confidential information during the archiving process • Ensure records are archived in compliance with organisational policy and legal requirements • Assist with the secure disposal of documents following retention guidelines • Respond to queries about archived materials

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	<p>3. Other</p> <ul style="list-style-type: none">• Work collaboratively with other members of the department and organisation as a whole to achieve objectives• Provide admin support to the Awards team as necessary• Undertake other duties as are appropriate to the role and within the competence of the role holder• Awareness of and compliance with the organisation's internal policies
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Person specification

Education & Qualifications

Essential	Desirable
	Educated to undergraduate level

Experience

Essential	Desirable
Previous experience in administration in a busy office environment	Previous experience of archiving

Skills and knowledge

Essential	Desirable
<p>Strong organisational and time management skills</p> <p>Keen attention to detail and accuracy in handling records</p> <p>Ability to work on own initiative without close supervision</p> <p>Strong team player</p> <p>Ability to learn quickly and adapt in a fast paced environment</p> <p>High level of administrative skills to aid personal organisation</p> <p>Discretion and confidentiality when handling sensitive information</p> <p>Proficiency in Microsoft Office software (Word, Excel, Outlook and Sharepoint)</p>	<p>Experience working with databases</p>

JOB DESCRIPTION
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Essential	Desirable
Intercultural sensitivity, empathy and patience Strong personal initiative and motivation Reliable and responsible	Strong interest and/or personal experience in international education or cultural exchange