

	<h1>Job Description</h1>
JOB TITLE:	Graduate Academic Assistant
Accountable to:	Academic Director
Staff managed:	N/A
PURPOSE OF THE JOB	
<p>The purpose of this role is to provide research, administrative and other day to day support to the academic team, and principally the Academic Director. The post holder will support the achievement of departmental objectives by conducting background research, task management, attending meetings and supporting effective communications. The post holder will own and manage a variety of projects</p> <p>The Academic team is international with colleagues based in Europe and across Asia. The post holder will support effective communications across the team.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • Conducting background research and preparing reports • Keeping effective records and managing tasks • Preparing documents and presentations (PowerPoint/Prezi) • Analysing data and preparing reports • Supporting effective agenda management • Attending meetings and note taking • Supporting communications across the team in the UK and internationally • Providing administrative and other support for Trinity's academic research programme • Supporting Trinity's external academic presentations • Liaising with external stakeholders – academics, consultants, other third party providers etc. • During peak periods providing additional support to the various teams within the department: compliance, examiner management, validity, post results services, academic consultancy 	

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Education/Qualification

Strong academic background including a degree with a grade of 2:1 or above attained at a highly respected university

Recent graduate (2015 or 2016)

Job Related Knowledge

Strong and demonstrable interest in the field of awarding, qualifications and compliance.

Essential Skills

- Able to work well as part of a team
- Highly motivated and enthusiastic
- A proven history of achievement and success
- Research skills
- Excellent interpersonal and communication skills
- Career orientated
- Ability to take ownership and accountability for own work
- Ability to manage workloads and work independently
- Flexible and willing to be involved in a wide range of tasks
- IT skills: Word, PowerPoint, Excel

CONTACTS : INTERNAL AND EXTERNAL

- Trinity Staff based UK and overseas
- Academic Specialists/Experts
- Examiners

FINANCIAL PARAMETERS

Agrees spend with line manager before incurring costs.