

Student Administrative Assistant in European and Comparative Law

Overview

The European and Comparative Law team in Sheffield Law School are seeking a student assistant for the upcoming academic year. The role will require a few hours of work a week, to be completed around your university timetable and assessment periods. It is remunerated at Grade 3.1 (£9.36) per hour. The maximum number of hours across the academic year is 160 hours.

You will be carrying out administrative support for teaching and research in European and Comparative Law, broadly defined, in Sheffield Law School.

Main Duties

- Provide support to Professor Hervey and other members of academic staff in administration of teach (document management, liaison with external speakers and communications with students)
- Under direction and supervision from academic staff contribute to research outputs through editing, preparation of reading lists, referencing or writing
- Provide administrative support for events, arranging travel and catering and maintaining records as required.
- Assist in preparation for meetings, including room bookings catering orders etc. as required
- Any other tasks as may be required and discussed with the postholder

Person Specification

The ideal candidate for this role will have/be:

		Essential	Desirable
1	Have or be undertaking a degree in Law	X	
2	Effective communication skills, both written and verbal, with the ability to deal with a diverse range of people	X	
3	Good organisational and time management skills and able to keep to deadlines	X	
4	Ability to work independently and within a team with a proactive and adaptable approach	x	
5	Good IT skills including email, and MS office applications, Google drive/docs, familiar with the University online learning environment, ability to learn bespoke administrative software system.		
6	Excellent accuracy and attention to detail and ability to work with sensitive information	X	
7	Ability to liaise with a wide range of people both within and outside of the University	x	
8	Legal Research Skills	X	
9	Legal Writing Experience	x	
10	Awareness of academic life in 21 st C Higher Education		X

Applications & Closing Date

- To apply for this role please send a cover letter of no more than one page outlining the reasons why you should be selected for this role and a CV. Please submit your application to Abigail Job a.job@sheffield.ac.uk.
- Closing Date for applications is **Wednesday 19th September 2018**