

Assessment Assistant 0.5FTE

Department:	Design
Grade/ Salary:	Grade 3, £24,697 - £27,215
Contract Type:	Permanent
Hours:	17.5 per week (Part time)
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Department of Design

The Department of Design is dynamic, contemporarily engaged and forward thinking. Design flourishes at Goldsmiths; the College's interdisciplinary intellectual climate affords us the unique opportunity to draw upon a wealth of critical, theoretical and creative perspectives, which in turn shape the distinct – and often radical – design practices, educational programmes and research that we pursue in the Department.

Design has a huge influence on the way we live. In an increasingly uncertain world – facing, for instance, climate change, globalised consumerism and social fragmentation – designers need to think more deeply, critically and creatively about their activities than ever before. Appreciating this, we have developed contemporarily engaged and future-sensitive academic programmes that cultivate versatile, pioneering graduates, critically aware of their responsibilities to the environment and of the ethical dimension of their activities in influencing social processes and cultural formation.

For further information about the department please go to:

<http://www.gold.ac.uk/design/>

Job description

Reporting to: Department Coordinator

Summary:

The Assessment Assistant supports the Department Coordinator and Department Manager in providing a comprehensive infrastructure for student administration activity within the Department of Design. This includes acting as first point of contact for general enquiries, maintaining records of attendance and assessment, and providing administrative support to the department's governance structures. The role is within a dynamic department, working with a frontline team who provide direct support to both staff and students, ensuring that department administrative structures are well maintained and robust. The office is lively, busy, and challenging, offering opportunities to engage with a diverse community of Design practitioners and HE personnel.

Main duties:

- To assist with running of the department office. This includes providing clear and concise directions to department and university facilities and offices, greeting visitors to the department and department events, and signposting students and staff to department and institution information;
- To build and maintain relationships within the institution and externally
- To assist with updating and maintaining of the department webpages under the direction of the Department Coordinator;
- To assist with the submission and return of student assessments under the direction of the Department Coordinator, ensuring clear information is available to both staff and students through effective and open communication;
- To assist with maintaining timetable, module selection and assessment records under the direction of the Department Coordinator;
- To be responsible for the administration and maintenance of all attendance records;
- To support the Department Manager and other members of the admin team in preparing for events and meetings;
- To respond to email enquiries into the main department mailbox, providing accurate information to straight forward enquiries and appropriately referring complex matters to the appropriate staff member;
- To provide administrative support to departmental meetings as required in coordination with the administration team;
- To contribute to an enhanced student experience by supporting student engagement across the department and the institution.

In addition:

- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form C = Certificate
I = Interview R = Reference
T = Test / P = Presentation

	Category
Essential Criteria 1 - Qualifications	
Qualified to A-Level or possess relevant work experience equivalent	A, C, R
Essential Criteria 2 - Experience	
Experience of working/ studying with individuals from a diverse range of cultures and social backgrounds	A, I, R
Experience of working in a customer service environment	A
Desirable Criteria 2 - Experience	
Experience of working in Higher Education (HE) sector	A, I, R
Essential Criteria 3 - Skills	
Ability to work on your own with minimum supervision	A, I, R
Strong verbal and written communication skills	A, I, T, R
Competent in the use of the Microsoft Office suite	A, I, R
Ability to answer enquiries from a broad section of the community including staff, students and the general public	A, I, R

Strong verbal communication skills	A, I, R
Ability to update and maintain online information resource e.g. Wordpress,	
Desirable Criteria 3- Skills	
Ability to answer enquiries from a broad section of the community including staff, students and the general public	A, I, R
Experience of working with HE database systems, particularly Columbus SRS	A, I
Competent in the use of the Microsoft Office suite	A, I, R
Essential Criteria 4 - Additional Attributes	
Ability to follow directions and complete tasks to a high standard within a set timescale	A, I, R
Excellent interpersonal skills	A, I, R
Ability to remain calm and professional within a busy environment	A, I, R
Desirable Criteria 4- Additional Attributes	
Proven ability to work as a member of a team	A, I, R
Willingness to undertake training when required.	A, I, R

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact the Department of Design via design@gold.ac.uk

March 2021

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.