Research Degrees Assistant	Edinburgh Napier UNIVERSITY
Role Description *Assisting in administration of University research students*	

Grade & Salary:	3
Campus Location:	Research and Innovation Office, Merchiston
Line Manager:	Researcher Degrees Officer
Line Management Responsibility for:	None
Role Summary:	The Research Degrees Assistant will assist in providing a professional support service for colleagues across the University in liaison with a range of stakeholders including research students, academic staff and external examiners. The role holder will be supporting administration of research students within the Research & Innovation office.

Main Duties and Responsibilities

➢ To act as a point of contact internally and externally for research degree matters, ensuring that all enquiries receive a timely response.

- Provide information and guidance to students relating to all stages of the research degree life cycle and any associated matters.

- Provide information and support to academic and administrative colleagues across all stages of the research administrative process.

- Respond to external enquiries from prospective research students

➢ To liaise with other University service departments regarding research student matters.

➢ To assist the Research Degrees Officer in providing a support service to the Research Degree Committee, including the preparation of papers, reports and minutes.

➢ To assist the Research Degrees Officer in Research Degree administrative processes.

- Work with School research student administrators to ensure research student monitoring and records are being managed effectively.

- Assist the Research Degrees Officer with any documentation required for the regular Research Degrees Committees.

➢ To keep accurate records of research student progress

- To maintain records for postgraduate research students with regard to student progress, in conjunction with School Offices.

	• Assist with annual re-matriculation of research students. • Assist the Research Degrees Officer in the preparation of reports on research students in accordance with the requirements of external bodies.
➢	To assist in the University research studentships process • Advertise and administer University research studentships
➢	To provide an excellent level of customer service to all customers who access our services by telephone, e-mail or the web, and to work with other team members to continuously improve service delivery.
➢	To participate in working groups and project teams as appropriate.
➢	To work closely with other team members in the Research and Innovation Office to ensure that work is shared effectively and that objectives are achieved, to assess current practice, and identify, document and communicate good practice, and exchange relevant information, to contribute to the achievement of the strategic priorities and targets across the team as a whole
➢	To participate in the University's Personal Development Review scheme.
➢	To undertake any other duties as may reasonably be required by the Research Degrees Officer.

Person Specification

Edinburgh Napier
UNIVERSITY

Attributes	Essential Requirements	Desirable Requirements
Education/Qualifications	Degree or equivalent in a relevant discipline.	
Experience (Type/Duration)	Experience of University administration.	Experience of managing and administering research degrees matters Experience in dealing with confidential material. Experience of SITS research student management system or equivalent.
Skills/Personal Requirements	Excellent communication and presentation skills, ability to communicate effectively with people at all levels Ability to relate effectively to students, colleagues and those external to the University. Well-developed communication and interpersonal skills. Capacity to work both independently and within a team. Confident IT user, Word, Excel, Outlook Self-motivated and well organised Able to prioritise competing workload effectively Accuracy and attention to detail.	Ability to show initiative and creativity