

**Job Title:** Administrative Assistant

**Organization:** Sotheby's Institute of Art – London / BrandEd

**Department:** Global Enrollment & Marketing

**Reports to:** Associate Director of Global Enrollment, Graduate Programs

**Salary:** £25,000 - £28,000 dependent on skills and experience

### **About BrandEd**

BrandEd is a holding company which houses Sotheby's Institute of Art, The School of The New York Times, and City Football Leadership Institute. Our strategy is to partner with the world's most iconic and premier brands to create innovative, compelling, experiential academic programs ranging from Pre-College to the master's degree with locations in NY and London and partnerships in Mexico City, Seoul, Beijing, and Paris.

BrandEd is quickly becoming one of the most innovative names in education. We partner with the world's most prestigious brands to bring the most relevant education both in person and online to a worldwide audience. BrandEd is currently comprised of Sotheby's Institute of Art, The School of The New York Times and City Football Leadership Institute (newly launched in partnership with City Football Group and Manchester City FC).

### **Role overview**

The Administrative Assistant will provide a full range of operational and administrative support to the Enrollment team for programs at BrandEd's three schools: Sotheby's Institute of Art, The School of The New York Times, and City Football Leadership Institute. The successful candidate will have excellent interpersonal and organizational skills to assist with the smooth day-to-day running of the department. This position reports to the Associate Director of Admissions, Graduate Programs.

### **Duties and Responsibilities**

- Providing day-to-day support to the Enrollment team, including running enrolment reports, reviewing applications, and scheduling meetings and admissions interviews.
- Maintain student information systems and CRM to update student information and statuses.
- Perform routine record checks to ensure accuracy and integrity of all registration databases and student files.
- Provide user testing support during the develop stages of new program applications and forms.
- Assisting with billing and registration needs.
- Processing references and transcripts.
- Regularly reviewing inbound prospect enquiries, forwarding and replying to emails where appropriate.
- proofing correspondence, communications, presentations and other documents.
- Assisting in additional admissions/enrolment processes where needed.

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

### **Education, Work Experience**

- Educated to degree level
- Administrative experience
- Higher or Further Education experience (desirable)

### **Knowledge and Abilities**

- Proficiency of Microsoft Excel, Microsoft Word, and Outlook
- A keen eye for detail
- Highly organised, time management and multitasking abilities
- Demonstrate professionalism and diplomacy in interpersonal relationships
- Ability to work additional hours, if necessary
- Excellent written and verbal communication skills

### **Please note the following:**

1. Please submit your CV and a covering letter explicitly addressing the criteria set out in the job description and person specification.
2. Please include details of 2 referees, one of which should be your current / most recent employer. Referees will not be contacted without seeking prior agreement with applicant.
3. Benefits include 25 days annual leave plus additional discretionary leave during the Christmas period, life insurance and 24/7 access to an Employee Assistance Programme.
4. Applicants must have the right to work in the UK
5. Closing date midnight 2 May 2022. Please note, applications will be considered upon receipt and the post may close early.