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## **Position: IT Manager**

### **1. POSITION DETAILS**

Job title: LSEUPR IT Manager

Status: 12 months tenure

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### **2. KEY TASKS/ RESPONSIBILITIES**

- Responsible for updating and improving the LSE UPR website
- Work closely with LSE IT team to improve the website
- Resolve any problems that may arise on the website
- Maintain the Open Journal Systems platform

### **3. PERSON SPECIFICATION: KNOWLEDGE AND SKILLS REQUIRED**

Essential

- Interest in and commitment to the UPR mission
- Keen interest in IT
- Ability to react quickly to issues that may arise on the website
- Ability to manage a large team
- Strong interpersonal skills, with the confidence to communicate effectively, both in writing and verbally, with fellow students and staff at all levels

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#### **4. PERSON SPECIFICATION: PROFILE**

Essential

We welcome applicants that represent any and all voices and we are committed to comprehensive representation, inclusivity and equality of access.

This position is open to:

- All current LSE undergraduate student in either their first or second year of study.
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