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## **Position: Secretary**

### **1. POSITION DETAILS**

Job title: Secretary

Status: 12 months tenure

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

- Responsible for organising LSE UPR meetings
- Take minutes at meetings (both team meetings and meetings with School representatives when necessary)
- Reply to e-mail inquiries in a timely and polite manner
- Liaise with our Journal Manager in the Department of Government
- Manage the LSE UPR Cloud storage
- Attend meetings with LSE staff to promote and consolidate the LSE UPR Project
- Respond promptly to other members of the LSEUPR Team

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

Essential

- Interest in and commitment to the UPR mission
- Excellent written english
- Ability to work flexibly within a busy team environment and willingness to support fellow members of the team

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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.