



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Office & Events Assistant (7 hours p/w)

Department/Division: Middle East Centre

Accountable to: Events Coordinator

Job Summary

The post-holder is responsible for running the Centre office and will support colleagues to ensure the efficient organisation and management of other MEC activities, including events, the visiting fellows programme and launch of the MEC library.

Duties and Responsibilities

Centre Activities and Administration

- Manage MEC office supplies, equipment and space.
- Coordinate the Visiting Fellows programme, including inducting and supporting researchers throughout their stay.
- Managing the launch and day to day running of the MEC library, including promotion and advertisement as well as day organisation such as issuing and renewing books, and updating the catalogue.
- Provide IT support to colleagues.
- Provide administrative support to MEC colleagues.

Communications

- Deliver internal communications among Centre staff and visitors.
- Maintain and expand the Centre's mailing lists.

Events

- Assist the Events Coordinator and other colleagues during events, workshops and conferences.
- Coordinate the Centre's Academic Committee and Monthly Meetings, including organising meetings, arranging catering, facilitating hybrid sessions.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated



as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.