

Administrative Assistant

The Committee on Publication Ethics (COPE) provides advice to editors and publishers of scholarly peer-reviewed journals on all aspects of publication ethics and, in particular, how to handle cases of research and publication misconduct. COPE is a membership organization with over 10000 members from all academic fields.

COPE is now seeking a freelance Administrative Assistant to assist the Executive Officer and other members of the COPE team with administrative duties. This is to include assisting the Membership Sub-committee in assessing potential new members.

This is a new role and the suitable applicant will be expected to be flexible and proactive as the responsibilities will change as the need arises.

COPE is a virtual organization and the role is based from home. The successful applicant will be expected to provide their own work space and equipment. Most meetings are conducted virtually but expenses will be paid if you attend any physical meetings.

Hours of work: 21 hours per week. Working hours are flexible but it would be helpful if some of the time could be spent between the hours of 9-5pm (GMT).

Hourly rate: £15.00.

KEY RESPONSIBILITIES:

- Reviewing and checking new membership applications
- Managing and responding to all membership enquiries
- Maintaining and updating the member database
- Processing and managing member subscription fees
- Suspending, lapsing, archiving and reactivating membership records
- Laying out guidelines etc on pre-designed templates (in InDesign)
- Update and maintain presentations (using Powerpoint)
- Assisting with preparations for Council meetings
- Scheduling meetings, booking rooms and conference facilities
- Liaising and/or arranging travel and accommodation for COPE Council and/or staff
- Ordering and maintaining stationery and equipment as required

Administrative Assistant

QUALIFICATIONS/EXPERIENCE REQUIRED:

- Previous experience of clerical/administrative work.
- Excellent IT competence, use of design programme such as InDesign advantageous.
- A background in publishing and member relationship experience would be an advantage.

PERSONAL QUALITIES/SKILLS

- Good communication skills, both written and oral.
- An understanding of how to handle confidential and/or sensitive information.
- Good organisational skills.
- Ability to produce accurate work, demonstrate good attention to detail and meet deadlines.
- Strong team player.
- Ability to work on own initiative.
- Motivated, proactive and resourceful.
- Adaptable and flexible.

TO APPLY

Please send a CV and cover letter to the Executive Officer, Natalie Ridgeway, at cope_opsmanager@publicationethics.org by Friday 8 April.