Data Collection Assistant (ArtsTemps)

Job Description

The College Education Team at London College of Fashion (LCF) is seeking a Data Collection Assistant to support with a project to gather information to support the analysis of assessment and scheduling learning and teaching hours at the college.

You will be a detail-oriented person, who has strong technical skills with the ability to accurately collect data from various systems and documents, and recording it using Microsoft Excel.

Once collected in Excel, you will be expected to format and display this information in agreed formats defined by the College Education Team.

Person Specification

Technical skills:
- Advanced Microsoft Word
- Advanced Microsoft Excel skills including ability to create simple formulas, use filters and ability to format sheets for reporting purposes

Other skills:
- Attention to detail
- Ability to work with large and complex text and numerical datasets
- Ability to work independently
- Ability to work to tight timelines