



Administrative Assistant

Department	Mechanical and Aerospace Engineering (www.strath.ac.uk/engineering/mechanicalaerospaceengineering/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	605874
Reports To	Office Manager	Grade:	5
Salary Range:	£25,742 - £28,759	Contract Type:	Open Contract
FTE	0.6 (21 hours/week)	Closing Date	28/04/2024

Job Advert

Established more than 200 years ago the University of Strathclyde has always had a global outlook. The University is situated in the heart of Glasgow and has a vibrant, international community including 22,000 students and more than 3,000 staff from 100 countries. Strathclyde is dedicated to 'useful learning' and is recognised internationally for its close working relationships with businesses and its partnerships with industry and government.

The Department of Mechanical & Aerospace Engineering, part of the Faculty of Engineering at the University of Strathclyde, invites applications from experienced and self-motivated candidates for the position of Administrative Assistant. The postholder will primarily undertake activities in support of administration in relation to our Postgraduate degree programmes. The post is 21 hours per week and working hours can be negotiated.

Working as part of a busy departmental team, you will provide organisational and administrative support to the Department across a broad range of areas to ensure the Department continues to provide an excellent student experience.

To be considered for this post, you should be educated to HNC level with involvement in administrative work or have equivalent, relevant experience in a similar role or busy administration environment. Excellent organisation, communication and administration skills are required. You must be IT literate with experience of Microsoft Office packages and possess proficient interpersonal skills, to be able to liaise effectively with prospective and current students and a wide range of stakeholders. Having the capacity to work both independently and as a member of the team is also essential. Familiarity with University policies and procedures is desirable.

Job Description

Brief Outline of Job:

The postholder will be required to carry out Postgraduate support duties, including (but not limited to) those outlined below and any other administrative duties as may be specified by senior staff during day-to-day operational delivery.

Main Activities/Responsibilities:

1.	Communicate with potential applicants to advise on entry requirements to on campus and online PGT courses both full and part-time.
2.	Work with PGT Course Director to support development of new postgraduate and distance learning programmes.
3.	Approval and amendment of student curriculum to ensure students are carrying the required credit load.
4.	Assist with management of student-related paperwork, including Voluntary Suspension, post Exam Board amendments, personal circumstances etc.
5.	Provide support and assistance with student assessment preparations including the uploading of documentation and confirmation of "Needs Extra Provision" (NEP) arrangements using Myplace.
6.	Make timetabling arrangements using the University Timetabling system.
7.	Provide additional support to senior staff with modifying Gradebook. This will involve frequent liaison with academic and teaching staff.
8.	Provide meeting support including issuing Agendas, production and distribution of formal minutes and progress chasing to ensure deadlines are met.
9.	Deal with stakeholder enquiries, deciding what action is required and when to pass complex enquiries to others. This may involve the interpretation of University/ Departmental regulations and procedures in order that enquirers are appropriately informed and advised.
10.	Provide general administrative assistance and undertake other duties within the wider MAE admin team as required.
11.	Assist with supervision of junior staff, ensuring that work is appropriately allocated and providing hands-on training as required.
12.	Where required administer events requiring a high degree of personal initiative and responsibility such as conferences or seminars.
13.	Develop and maintains spreadsheets and simple databases.
14.	Engage in continuous professional development as required to fulfil role.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Relevant HNC (or equivalent) qualification or comparable administrative work experience

Experience

E2 Experience of working in a busy administration support environment

E3 Proficient user of Microsoft Office packages

D1 Relevant experience of working in Higher or Further Education and with educational policies

D2 Experience of working with University procedures/regulations and online learning systems.

Job Related Skills and Achievements

E4 Well-developed verbal and written communication skills

E5 Ability to multitask and work to deadlines with a high level of accuracy and attention to detail

E6 High level of IT skills including ability to produce accurate reports and spreadsheets.

D3 Meeting and committee experience (producing minutes; following up actions; etc)

D4 Knowledge and understanding of University procedures and working with students

Personal Attributes

E7 Ability to work independently on own initiative and as part of a team

E8 Interpersonal skills to develop effective relationships with internal/external stakeholders

E9 Ability to organise, plan and prioritise own workload

E10 Awareness of need for maintaining confidentiality of sensitive information

E11 Willingness to learn and engage with continuous improvement activities

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Donna Fairley, Office Manager (donna.fairley@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join the Local Government Pension Scheme (LGPS) in Scotland. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

