

Administrative Assistant

Department	Design, Manufacture and Engineering Management (www.strath.ac.uk/dmem/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	I52411
Reports To	Departmental Administrator	Grade:	5
Salary Range:	£22,659 - £25,482	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	Monday, 24 September 2018

Job Advert

The Department of Design, Manufacture and Engineering Management is seeking to appoint an Administrative Assistant to provide support initially for Postgraduate Taught (PGT) courses and student administration, including recruitment. The postholder will also be the lead administrator for Department finance administration. The successful candidate will join the administration team which provides support for the Department's key areas of business including teaching and learning and research and knowledge exchange and will be expected to demonstrate considerable flexibility as the post will offer a variety of duties and responsibilities.

Educated to a minimum of HNC level, or equivalent, or with relevant experience in a similar role, you will have excellent verbal and written communication skills and good interpersonal skills. Most importantly, you will possess good team working skills, balanced with the ability to organise your own workload within a busy office environment. You will have an ability to work under pressure, on your own initiative and will be IT literate with experience of Microsoft packages such as Office and Excel. You will have experience of financial management with experience of the University's current Financial Management System 'Agresso' desirable. Experience of Postgraduate Taught administration and recruitment is highly desirable.

Job Description

Brief Outline of Job:

The post holder will work as part of a team to provide support for the Department's postgraduate programme portfolio and act as the main administrative contact for Department finance-related matters.

Main Activities/Responsibilities:

1.	<u>Recruitment and Admissions</u>
	<ul style="list-style-type: none"> Supporting the recruitment and admission of PGT students including, in conjunction with the Student Recruitment Co-ordinator, the development of an effective and efficient departmental PGT admissions process. Reviewing and reporting on PGT applications, including the production of PGT application data, to the Student Recruitment Co-ordinator and Director of Teaching & Learning. Implementing admission conversion activities and engaging with applicants to improve PGT recruitment. Supporting the Student Recruitment Co-ordinator with the processing of PGT applications and offers
2.	<u>Student Administration</u>
	<ul style="list-style-type: none"> Administering the PGT Exam Board including maintain databases including the student marks database. Overseeing the process of reviewing and updating the PGT student handbook and associated documents. Liaise with external companies, admissions and finance on all student-related matters and act as the first point of contact.

	<ul style="list-style-type: none"> • Providing admin support for the Director of Teaching & Learning, in regard to PGT administration • Supporting the Department's marketing activities for PGT student recruitment including reviewing and updating PGT marketing materials, eg web pages. • Work alongside the Student Recruitment Co-ordinator and the Marketing Officer to implement marketing initiatives to support student recruitment • Co-ordinating and organising the PGT Student Induction session
3.	<p><u>Financial Admin Support</u></p> <ul style="list-style-type: none"> • Providing support for financial administration to the Head of Department, via the Director of Operations, including producing financial reports. • Monitoring Department budgets and associated transactions to ensure financial compliance, highlighting potential overspend to Line Manager. • First point of contact for members of staff requiring guidance on the use of the University's financial management system. • Disseminating new financial information received from University and incorporating this into existing Department financial management practices to ensure compliance.
4.	Provision of ad hoc support for Departmental Boards and Committees
5.	Providing support for shared activities on a rotational basis with other members of the admin team e.g. return of assessment marks, timetabling co-ordination activities
6.	Any other duties as deemed appropriate by the Head of Department/Line Manager

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)

E.1 Educated to a minimum of HNC level, or equivalent qualifications

Experience

E.2 Previous administrative experience within a Higher Education Institution or similar environment

E.3 Previous experience of financial administration.

Job Related Skills and Achievements

E.4 Excellent IT skills, with the ability to use a range of Microsoft Office packages

E.5 Excellent organisation and administrative skills

E.6 Ability to plan and prioritise own workload

E.7 Excellent verbal and written communication skills, with the ability to interact with a range of stakeholders

E.8 Ability to work effectively as a flexible member of a team

E.9 Experience of coaching and mentoring in the workplace

E.10 Ability to problem solve and to identify opportunities for improving business processes

D.1 Experience of student administration in an HE environment

D.2 Experience of financial administration in an HE environment

D.3 Experience of using Agresso for financial management

D.4 Experience of implementing marketing initiatives relating to student recruitment

Personal Attributes

E.11 A flexible, helpful and enthusiastic approach

E.12 Ability to use own initiative to resolve tasks/queries, resulting in a positive outcome

E.13 Ability to work under pressure

E.14 A positive attitude towards learning and adapting to new tasks

Application Procedure

Applicants are required to complete an application form including the name of two referees who will be contacted before interview 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/workforum>).

Informal enquiries about the post can be directed to Caroline McGuire, Departmental Administrator/Student Recruitment Co-ordinator (caroline.mcguire@strath.ac.uk; 0141 548 2839)

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](#).

Conditions of Employment

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

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.

Interviews

Formal interviews for this post will be held on Friday, 5 October 2018.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

