

Student Mobility Coordinator

Department	Recruitment and International Office (www.strath.ac.uk/studywithus/)		
Directorate	Marketing And Development Services (www.strath.ac.uk/mds/)		
Staff Category	Administrative and Professional	Reference No	528398
Reports To	Exchange Officer	Grade:	6
Salary Range:	£31,396 - £34,980	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	22/03/2024

Job Advert

The University of Strathclyde wishes to appoint a Student Mobility Coordinator in the Exchange Team of its Recruitment and International Office (RIO). RIO's Exchange Team is responsible for delivering student mobility initiatives including student exchange, study abroad and summer programmes.

For this administrative role, we are seeking a motivated individual who will be responsible for the day to day running of the Turing Scheme, the UK Government's Global Mobility funding programme. This role will also support outgoing students throughout their exchange experience. Candidates should have excellent attention to detail with strong verbal and written communication skills.

Job Description

Brief Outline of Job:

This role will be responsible for administering Turing funding to students, ensuring compliance with the grant requirements. The post-holder will also be the first point of contact for student's enquiries and support the students throughout their exchange experience.

Main Activities/Responsibilities:

1.	Responsible for the day to day administration and ensuring compliance with the requirements of the Turing Funding
2.	Process Turing Funding payments to students
3.	Provide advice and support to students across the University on international programmes, acting as a first point of contact for outbound students prior to commencing, during and after their period of international experience.
4.	Operate Mobility Online (University's exchange management platform), ensuring that details are captured on all mobilities in accordance with the Study Abroad Policy.
5.	Support the renewal of active exchange agreements with partner institutions, acting as a liaison for partner institutions and providing advice and support to academic staff looking to establish new agreements in accordance with the study abroad and due diligence
6.	Assist in the management of due diligence and risk assessment process prior to students participating in an international mobility, including the development and delivery of pre-departure sessions

7.	Oversee the maintenance of international mobility webpages, and marketing materials, to ensure information is current and in compliance with internal/external requirements
8.	Support in-person and virtual events related to the Exchange Team. This will include participation in University managed Open Day and Applicant Days, partner webinars and may include overseas travel to conferences.
9.	Undertake additional duties as may reasonably be required.

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)

D1 Educated to Degree Level

Experience

E1 Demonstrable experience of working in a busy administrative environment

D2 Experience of managing and reporting budgets

D3 Awareness of requirements of reporting and audit

Job Related Skills and Achievements

E2 Experience of working with internal and external stakeholders

E3 Experience of using excel for statistics and reporting

E4 High level of digital literacy and competence

E5 Excellent customer service

Personal Attributes

E6 Ability to work under pressure and to deadlines.

E7 Ability to communicate to a wide range of audiences

E8 Ability to work independently and collaboratively within a small team

E9 Excellent attention to detail

E10 Resilient and Flexible

Other Relevant Factors

D4 Willingness to undertake independent overseas travel

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. 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 Kate Kenyon, Student Exchange Officer (kate.kenyon@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 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. 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 16/04/2024.

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.

