

# Job advert

## Academic Support Officer

### Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and postgraduate study with both academic and English language support. The courses at our Centres, upon successful completion, guarantee progression to leading UK and US undergraduate and postgraduate courses as well as stand-alone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

INTO Manchester are looking for a full time Academic Support Officer to join the Academic Support team.

### Requirements

We are looking for a dynamic individual, educated to degree standard, who has strong IT, communication and organisational skills. Experience of working in Higher Education and with international students would be an advantage.

Candidates should be able to demonstrate the following:

- Experience of administration within a fast-paced environment;
- Ability to use initiative;
- Ability to prioritise, meet deadlines and work under pressure;
- Excellent attention to detail;
- Able and committed to working as part of a team;
- Flexibility and willingness to undertake and learn new skills.

### Salary

**Band C - £21,883 - £28,448pa**

### Application Process

**If you feel you have the necessary skills, experience and interest for this post, please email your CV with a covering letter saying why you are interested to: [hрманchester@intoglobal.com](mailto:hрманchester@intoglobal.com)**

Closing date for applications is 12 noon on Friday 4th January 2019. Interviews are planned to take place w/c 21st January 2019.

**INTO MANCHESTER**  
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## Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

For further details, a full job description and a copy of our Candidate Privacy Notice see <https://intoglobal.com/jobs>

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

[www.into.uk.com](http://www.into.uk.com)

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit [www.into-giving.com](http://www.into-giving.com).