



Job advert

Admissions Assistant

Context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far

Requirements

We currently have multiple openings for Admissions staff within the UK Central Admissions (UKCA) department at INTO University Partnerships, located in central Brighton. With full time positions available on fixed term contracts between April and October, and the possibility for good candidates to be made permanent staff.

We are looking for hardworking, highly responsible and reliable individuals with excellent attention to detail and numeric aptitude to support the students application, invoicing, confirmations, arrivals and enrolment processes in an effective and efficient manner with strict adherence to agreed timescales of the UKCA. The team has a remit to process applications to all INTO UK centres and deliver the best customer experience from the first enquiry through to enrolment. For further details and full job description see <http://www.intoglobal.com/>

Salary

Band A: £17,063.00 per annum

Application process

Please refer to the job description for this post for the necessary skills and experience required. Send your CV along with a covering letter stating why you are suitable for the role and where you saw it advertised to: Matt Webster **via email to:** HQ.career@intoglobal.com

The closing date for applications is Noon on Sunday 3rd March 2019.
Shortlisted applicants will be invited to a recruitment session on either Tuesday 5th or 12th March 2019.

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Cover letter must include:

- Your earliest available start date/notice period at current job;
- Your availability on the dates of the recruitment day.

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 may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, 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.

<http://www.intoglobal.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.