

## Job Advert

# Academic Support Officer (2 posts)

### Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. INTO Centres deliver guaranteed progression to leading British undergraduate and postgraduate courses. Each Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders

### The Role

INTO Glasgow Caledonian University are looking for two enthusiastic individuals to support and provide an effective and efficient high level of administrative duties within the academic department.

### Job Purpose

Reporting to the Academic Director, the successful candidates will support the processes associated with the delivery, monitoring and assessment of academic programmes whilst providing front line support to Academic teaching staff.

To be considered for this role, you must have the following essential criteria:

#### Essential criteria

- Right to work within UK.
- Educated to A Level / higher.
- High level written and oral communication skills.
- The ability to prioritise own and others work and use resources effectively.
- Well organised, self-motivated, self-evaluative and able to pay attention to detail.
- Ability to work independently, logically and analytically with minimum supervision.

#### Desirable criteria

- Educated to degree level or equivalent qualification.
- Good working knowledge of HE procedures and systems.
- Knowledge of relevant University legislation, policies procedures and systems.
- Understanding of working in international education.

#### INTO GLASGOW CALEDONIAN UNIVERSITY

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## Salary

Band C: £22,767 - £29,597

## Application Process

Applications in the form of a CV and covering letter, in which you should outline how your skills and experience meet the person specification, and what you can bring to the role, should be submitted by email to [mary.donati@gcu.ac.uk](mailto:mary.donati@gcu.ac.uk) no later than 5pm on Sunday 16 June 2019.

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

**Interviews will be held on Wednesday 26 June 2019.**

## 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) copies of qualifications will be required;
- reference requests will specifically ask whether there is any reason why candidates 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 Scotland Prevention of Vulnerable Groups (PVG) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

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).**