

## Job advert

# Student Services Officer – Admissions and Compliance

### Context

INTO University Partnerships works with leading UK and US universities, investing in the development of world-class international student centres. With a clear focus on and commitment to the delivery of the highest quality of student experience, we specialise in preparing students for undergraduate and postgraduate study at partner institutions and other leading universities in the UK and beyond. Our Centres, upon successful completion, deliver guaranteed progression to undergraduate and postgraduate courses as well as standalone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

The role will focus on all aspects of Admissions and Compliance along with other aspects of the student services role within the INTO Manchester centre.

### Requirements

We are looking for a dynamic individual, who has strong IT, communication and organisational skills, excellent attention to detail and someone who is equally comfortable dealing with systems and processes as well as people be that the student, visitor or colleagues.

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 in 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.
- To be familiar with UKVI regulations

**Salary Band C-** £22,767– £29,597 per annum depending on skills and experience

**If you feel you have the necessary skills, experience and interest for this post, please send your CV with a covering letter saying why you are interested in working for INTO Manchester and why you are suitable for the position to HR Manchester, INTO Manchester, Bridgewater House, 58/60 Whitworth Street, Manchester, M1 6LT, or email [hrmanchester@into.uk.com](mailto:hrmanchester@into.uk.com)**

**INTO MANCHESTER**  
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## Application Process

**Closing date: 16:00pm on 27<sup>th</sup> September 2019**

Interviews will be held week commencing 14<sup>th</sup> October.

If you wish to apply, then please email your CV and a covering letter explaining why you think you have the necessary skills for this role to:

INTO Manchester HR - [hrmanchester@into.uk.com](mailto:hrmanchester@into.uk.com)

For further details and a full job description see <http://www.intohigher.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.

## 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 Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

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[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).