

Job Advert

Student Services Officer – Welfare (Permanent - Full Time)

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 the student pastoral and welfare support services within INTO Manchester. Enhancing the student experience and maximising on student retention through providing one to one support and referral to internal and support guidance and information.

Requirements

We are looking for a dynamic individual, who has strong interpersonal skills, a strong people person who genuinely cares in supporting international students through their time in the UK. The successful candidate will have 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. A positive attitude is a must to be successful in this role.

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.

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

Closing date for applications is 16:00 Friday 27th September. Interviews will be held week commencing 14th October.

For further details and a full job description 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.

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