

## Job advert

# Academic Support Officer

**Permanent Full Time Job Ref: INTOQUB-ASO-05-2021**

### Context

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created groundbreaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

The INTO Queen's University Belfast (INTO QUB) joint venture with Queen's University, Belfast commenced in 2009.

### Requirements

To provide academic administration services for all academic staff and students, with a focus on student attendance, ensuring that the duties are carried out in an efficient and timely manner. The tasks are not intended to be an exhaustive list of responsibilities as all employees are required to be flexible, dynamic and have the capacity to think creatively when presented with challenges.

**This position represents an exceptional opportunity to make. If you have a strong desire to work within an ethos of creative collaboration and partnership, and want to have a positive impact on young people, then we would be delighted to hear from you.**

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

### Salary

Salary Band C: £23,450 to £30,484 per annum.

## Application Process

To apply, please send your up to date C.V. with a covering letter, clearly stating how you feel you meet the key job requirements, as detailed in the Job Description & Person Specification. Applications should be returned to:

**The Human Resources Manager, INTO Queen's University Belfast, 2-8 Lennoxvale, Queen's University Belfast, Belfast BT9 5BY or email: [into.recruitment@qub.ac.uk](mailto:into.recruitment@qub.ac.uk)**

The closing date for receipt of applications is **12 noon on Friday, 22 October 2021**

**Please note that failure to clearly and fully demonstrate how you meet the job requirements may result in you not being shortlisted. The shortlisting panel will not make assumptions regarding your legal status, education/qualifications, experience & knowledge/skills.**

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

## **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).