

Job advert

December 2021

Student Services Advisor

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. Our Centres deliver progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board in which INTO and the partner University are equal shareholders.

INTO University of Exeter has a vacancy for a Student Services Advisor on a permanent, full-time basis from January 2022.

Role

This role provides an excellent opportunity to develop knowledge and experience of all areas of work within the Student Services Department. Working within the wider Student Services Team you will contribute to ensuring a positive student experience.

The work location will be split between the INTO Centre and Duryard Halls.

Please note that occasional out of office hours and weekend working is a requirement of this post, for which time off in lieu will be given.

Duties will include

- Delivering high standards of customer service in a busy environment.
- Supporting the administrative work of the Student Services Department, including admissions, enrolment, assessment, student engagement, and meeting administration.
- Working with the Accommodation Team to prepare for arrival and departure of students.
- Supporting the Reception Team

An offer will be subject to a satisfactory DBS check and two references; please provide two referees and their email contact details with your application. The successful candidate should also be able to demonstrate their right to work within the UK.

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. For more details of our recruitment policy, please contact into-hr@exeter.ac.uk.

It would be appreciated if you could provide two employment referees and their email contact details within your application.

Salary

Band B - £18,575 - £24,494 per annum

Application Process

If you feel you have the necessary skills, experience and interest for this post, please send your CV.

Closing date: 12.00 noon, Tuesday 11 January 2022

Interviews: W/c 10 January 2022

Other

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

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.