

Job advert

Part Time Academic Support Officer - Up to 18.75 hours per week

(18.75 hours, which can be spread across three or more days between Monday to Friday, with consideration given to the needs of the business and the successful candidate's work/life balance preferences)

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 ground breaking 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.

Requirements...

We are looking for a dynamic individual, educated to degree standard, who has strong IT, communication and organisational skills. 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 within a fast-paced environment;
- Ability to use initiative;

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- 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.

Appropriate DBS will be required prior to confirmation of appointment;
Right to live and work in the UK.

Salary: Band C £23,450.00 - £30,484.00pa pro rata

Application Process:

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 HUMAN RESOURCES - hrmanchester@intoglobal.com

Closing date: Noon on Friday 28th January 2022

Interview dates: Within 4 weeks of the closing date

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 further details, a full job description and a copy of our Candidate Privacy Notice 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.

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.