



Job advert

Student Services Receptionist

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 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.

Job Role

INTO University of Exeter has a vacancy for a receptionist on a permanent, full-time basis

As a member of our Student Services Team, the successful candidate will be responsible for providing a responsive and supportive Reception service to staff, students and visitors.

Duties will include;

- To promote a positive and welcoming environment at all times, to enhance the image of INTO University of Exeter and to ensure excellent customer service by providing support to students.
- Provision of a Reception service dealing with requests and enquiries in person, on the telephone and via email



- To support the Student Services Department administrative work, including, but not limited to, admissions, registration, results processing and mailshots.
- Incoming and outgoing post duties
- Ordering of stationery and supplies

Requirements

The successful candidate will have:

- Excellent command of written and spoken English.
- Competent IT skills in Microsoft packages.
- Experience of working in a busy administration role
- Experience of working in a customer-facing environment.
- You will also have good organisational and work management skills and be able to demonstrate the ability to work with clear systems and processes.

If you are an excellent communicator with a passion for customer service, good I.T. skills and the ability to work in a dynamic and fast moving environment, we look forward to hearing from you.

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 University of Exeter.

Salary

£18,596.25

Closing Date for applications: 6 October 2021
Interviews: w/c 11 October 2021

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

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.

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.