**Administrative Officer – Diploma & PG Studies (1.0 FTE)**

**Mackintosh School of Architecture**

The Glasgow School of Art

The Glasgow School of Art is one of Europe’s leading higher education institutions for creative education and research. We are organised into three schools - the School of Design, the School of Fine Art, and the Mackintosh School of Architecture, with the Department of Historical and Critical Studies providing a key component to all undergraduate degrees in art and design, and Research and Postgraduate Studies providing a significant area of growth and development. The School has over 350 full and part-time staff and has an annual turnover in excess of £17 million. Over 84% of academic staff are research active.

Our distinctive, specialist, practice-based education in architecture, design and fine art is internationally recognised. Nearly 20% of our 1,700 student are international and the School continues to be an institution of choice for many Scottish students, reflecting the important role the institution has within Glasgow and nationally within Scotland.

The GSA is an environment in which difference is encouraged and diversity of background and approach is valued. We share a passion and concern for visual culture and this is central to our vision to provide world-class creative education and research which make a significant economic, educational, cultural and social contribution.

The Mackintosh School of Architecture

The Mackintosh School of Architecture enjoys an international reputation built on its commitment to the craft of building considered in a social and, in particular, an urban context, and where issues of sustainability are explored in depth. A wide range of techniques and media are used to develop and test architectural ideas, from the physical to the virtual and from sketching to advanced 3-D digital modelling.

The School is extending the influence of its research activities in order to generate post-graduate growth, offering specialisation alongside its strong generalist undergraduate and diploma course. The current research strengths are in: -

* Energy, environmental design and sustainability through the Mackintosh Environmental Architectural Research Unit – MEARU Unit
* Urbanism, urban design and housing, particularly through the role of the school in leading the Glasgow Urban Laboratory, a partnership with Glasgow City Council and the Lighthouse, Scotland’s Centre for Architecture, Design & the City.
* The use of advanced 3-dimensional modelling techniques to simulate environments (in collaboration with the GSA’s Digital Design Studio).
* Creative design research.
* History of Architecture and Urban Studies (HAUS) Unit.
* Architectural practice and collaborative practice with artists and designers.
* Architectural pedagogy

The Role

Job Title Administrative Officer – Diploma and Postgraduate Studies 1.0FTE

Reports To Academic Support Manager (MSA)

Job Purpose To deliver a professional administrative service in support of the academic programme, including the Learning, Teaching and Research strategies

Provide administrative support to the relevant course area and related staff in their academic and professional duties, within the Mackintosh School of Architecture and beyond, networking locally, nationally and internationally

Organisational Chart

Head of School

Academic Support Manager

Administrative Officer/Assistant MSA

1.0 FTE

Administrative Officer - Quality

1.0 FTE

Administrative

Officer –

Research

and Development

0.8 FTE

Administrative Officer – Undergraduate Studies

1.0.FTE

Administrative Officer – Diploma and Post graduate

1.0FTE

**Relationships**

Main relationships are: -

Internal

* Administrative Staff
* Academic Support Manager
* Programme Leader
* Academic Staff
* Technical Staff
* Students
* Support Departments e.g. Registry, Finance
* Other Schools within GSA

External

* General public
* Applicants to Courses
* Employers – student projects and placements
* Guest Lecturers, Critics
* External Examiners
* External organisations, professional bodies: ARB RIBA RIAS GIA etc

**Principal Accountabilities**

The principal duties and responsibilities of the post holder are to:

* Assist the Academic Support Manager and take an instrumental role in ensuring the smooth working of the office/department(s).
* Telephone and reception duties, dealing with enquiries from staff, students and external bodies.
* Maintain mailing lists including dealing with receipt and dispatch of mail
* Type course documentation, timetables, detailed reports, research papers and academic plans, including input into the style and format of the documentation as necessary.
* Assist with preparation of academic plans, strategic plans, handbooks etc.
* Databases – Data input and generation of reports from Quercus and Access Database.
* Act as Minute Secretary, liaising with Chair re: agenda, minutes and related papers.
* Service committees relative to course area assigned.
* Assist in the administration of exhibitions and projects.
* Arrange accommodation and travel for staff and visitors.
* Book rooms and lecture theatres as required.
* Diary co-ordination for staff.
* Central liaison point between students, staff and Programme Leader.
* Assist with admissions procedures, ensuring all application paperwork, references, portfolios etc are in place.
* Liaise with Registry with regard to admissions, absence control etc.,
* Plan interview schedules for candidates and organise staff rota for interview panels.
* Liaise with internal support departments including, Estates, Registry, Finance and International Office.
* Assist with the organisation of internal and external examination process, recording of marks, examination boards.
* Stock control of stationary and other office supplies.
* Filing, faxing, photocopying and operation of all necessary office equipment.
* Undertake any such duties as the Academic Support Manager, Head of School may reasonably request.

**Key Challenges**

Develop an understanding of the aims and objectives of the School, the structure and systems and the relationship between the courses.

Develop an understanding of the structure of the Glasgow School of Art and the relationships between the Schools, Registry, Finance and other central services.

**Person Specification**

* The post holder will be educated to Higher level or equivalent and/or have relevant experience of administrative duties.
* Experience of Higher Education Sector would be an advantage
* Be a self-starter who can demonstrate a high level of organizing ability and be capable of operating with a minimum of supervision in assessing and responding to non-routine work/situations.
* The post holder will also be capable of working on their own initiative as well as functioning as part of a team and show sufficient flexibility to cover for colleagues in their absence.
* Excellent written and oral communication skills are essential.
* A working knowledge of relevant systems, equipment, processes and procedures is a requirement of the post, as is an understanding of relevant policies and legislation. High level of IT skills including good keyboard and typing skills are necessary as is experience of database management and a good knowledge of Microsoft Office.
* An up-to-date knowledge of developments and trends in Higher Education is desirable, as is a willingness to undertake training and staff development as required.

**Terms and Conditions**

Contract: Fixed Term – 12 months until September 2019

Probationary Period: 3 Months

It is recognised that there is an inevitable “settling in” period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions and interview and as set out in the Job description.

Hours of Work: 35 hours per week

Salary: Grade 3 £19,305 - £22,214 per annum

Holidays: 30 days, +11 statutory holidays per annum

Pension: Option to join Strathclyde Pension Fund or

Local Government Superannuation Scheme

Notice Period: 1 month