<div align="center">**Administrative Assistant (0.6FTE)**
Technical Support
Fixed Term 2 Years</div>

The Glasgow School of Art

The Glasgow School of Art (GSA) is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to continue to grow our student community in Glasgow to our 25% target, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support

research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

Job Title	Administrative Assistant (0.6FTE)
Location	Technical Support Department
Reports to	Head of Technical Support
Purpose	To support the financial and organisational functions of the Technical Support Department through the provision of general and administrative support.

Principal Accountabilities

- General telephone and reception duties, dealing with routine enquiries regarding access to technical resources and billing enquiries;
- Provide an effective administrative support to the TSD team, taking an instrumental role in ensuring the smooth running of the department;
- Attending and participating in relevant departmental meetings;
- Accounts handling, including data entry and tracking of material orders, invoicing students and clients, handling payments and pursuing unpaid invoices;
- Collation and organisation of timetable and project information received from academic departments;
- Collation of student induction and training records;
- Data tracking of workshop use;
- Support technical staff in stock control processes;
- Maintain stationery and other office supplies;
- Order materials from registered suppliers;
- Logistics arrangements;
- General office duties, including preparation of documents, maintaining administration and filing and photocopying;
- Any other reasonable duties as required.

Relationships

Principal Internal Contacts:

- Technical Support Department staff:
  - Head of TSD
  - Technical Support Officers
  - Team Leaders
  - Specialist Technical Staff
- Support Departments e.g. Registry, Estates, Finance
- Academic and Administrative Staff
- Students

Principal External Contacts:

- Suppliers of goods and services

Person Specification

Experience / qualifications

- Educated to Standard Grade level or equivalent and/or have previous administrative experience;
- Previous experience of account handing is advantageous;

- Capable of providing general office assistance with a minimum of supervision in routine work situations;
- A sound understanding of art and design making processes is preferable.

Skills and attributes

- Excellent written and oral communication skills are a necessity;
- Good keyboard skills and a comprehensive knowledge of Microsoft Office products, particularly Word and Excel;
- A confident telephone manner;
- The ability to communicate courteously and effectively at all levels;
- The ability to work as part of a team in a shared office;
- Excellent organisation skills, with the ability to prioritise workload effectively and meet deadlines;
- A positive and enthusiastic approach;
- A commitment to equal opportunities and diversity.

Terms and Conditions

Contract   Fixed Term 2 Years

Probationary Period   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 also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.

Salary   Grade 2, £15,976 - £18,412 per annum pro rata

Hours   21 hours per week

Holidays   30 days plus 11 statutory holidays per annum pro rata

Pension   Option to join the Local Government Superannuation Scheme

Notice Period   1 month