

**Academic Support Assistant (0.4FTE)
The Innovation School,
The Glasgow School of Art**

Background Information

Established in 1845, The Glasgow School of Art is committed to delivering world-class education and research in architecture, fine art, design, and related subjects in order to make a significant economic, cultural and social contribution locally, nationally and internationally. Our objective is to develop research of international standing, which supports learning; involves a high proportion of GSA staff; and engages with industry, community and the professional creative sectors.

The Innovation School

The Glasgow School of Art's Innovation School is a distributed, national, creative collective of researchers, lecturers, adjunct faculty, and Masters and Undergraduate students.

Together, we address complex issues through new design practices and bespoke community engagement to co-create preferable futures based on the values of individual and collective wellbeing.

We research the new qualities of design that are needed to co-create the contexts in which people can flourish: at work, in organisations and businesses, in public services and government. The development and expression of collaborative creativity is our core research domain and expertise. Its contribution to innovation is twofold: we co-create new products, systems and services for the future **as well as** developing the capabilities needed to sustain that innovation. In other words, we develop creative communities to effect transformational change.

We work in health and care to create community-based solutions at scale, prototyping the new services and work practices of the future. We engage with fragile island communities to develop sustainable enterprises; we address inequalities with younger people and the elderly; and we innovate ways in which people can genuinely participate in communities and society to create the futures that they want.

Our base in Glasgow enables us to work closely in the urban context with partner institutions such as Glasgow University, Edinburgh University, the Glasgow Centre for Population Health and the Scottish Government. Our base in Forres supports innovation in the rural and distributed context of the Highlands and Islands of Scotland with our partner, Highlands and Islands Enterprise. We are co-developing creative futures for communities and businesses across the whole region.

The Role

Job Title	Academic Support Assistant
Location	The Innovation School – Forres
Reports to	The Director of Operations – Innovation School

Purpose

- The role will involve supporting Campus Operations in Forres.
- The role will involve supporting recruitment to Academic Programmes in Forres through our Quercus/Discoverer system.
- You will be required to support live Projects at Campus, both in terms of Project Management and logistical support.
- You will work collaboratively with all staff and students on Campus.
- You will need to work on your own initiative when the Director of Operations is in Glasgow or otherwise travelling.
- You will be required to travel to Glasgow regularly to support Health and Safety across both Campuses.
- You will be required to support and process Academic governance in relation to Boards of Studies meetings and local SSCC's.
- You will be required to support the local student accommodation requirements for incoming students.

Key liaisons

- Director of Operations
- GSA Operations Staff
- GSA Teaching Staff
- GSA Finance and Estates.

Person Specification

Experience and knowledge:

- Significant administrative experience
- Excellent communications skills with strong written and interpersonal skills
- Experience of working in an international and multicultural environment
- Knowledge of relevant Microsoft applications, web-based tools and software where appropriate

The successful candidate will demonstrate:

- Ability to problem solve and make decisions
- Sound judgement, excellent time management, meticulous attention to detail and the ability to prioritise whilst working under pressure
- Ability to work to agreed objectives, milestones and deadlines
- An ability to influence others and gain commitment to a common goal
- Strong interpersonal skills and ability to work in cross-sector, cross-cultural or interdisciplinary environment.

Terms and Conditions

Contract	Permanent
Probationary Period	It is recognized 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 5 (£27,025 - £31,302 pro rata)
Hours	14 hours per week
Holidays	30 days annual holiday and 11 days public holiday (pro rata)
Pension	Strathclyde Pension Fund / NEST
Notice Period	1 month