

The Role

Job Title	Administrative Officer
Location	Glasgow – Stow Building
Reports to	Academic Support Manager
Purpose	To deliver a professional administrative service in support of the academic programme, including the Learning, Teaching and Research strategies. To provide administrative support to the Head of School, Academic Support Manager and to the Head of the department assigned to, in their academic and professional duties, within the School and beyond, networking locally, nationally and internationally.

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 assigned to;
- To provide administrative assistance to the Head of Department and department staff in the area assigned to work in;
- Telephone and reception duties, dealing with enquiries from staff, students and external bodies;
- Maintenance of mailing lists and dealing with receipt and dispatch of mail;
- Typing of course documentation, timetables, detailed reports, research papers and academic plans, including input into the style and format of the documentation as necessary;
- Logging of local accounts;
- Collating and typing of texts for SoFA publications;
- Acting as Minute Secretary, liaising with Chair re agenda, minutes and related papers.
- Service committees relative to programme area assigned to;
- Arranging accommodation, hospitality, travel and itineraries for Programme Leader, departments staff and visitors;
- Booking of rooms and lecture theatres as required;
- Diary co-ordination for staff in assigned area;
- Assisting with admissions procedures;
- Liaising with internal support departments including Estates, Registry, Finance and International Office;
- Assisting with organisation of internal and external exam process;
- Filin, photocopying and operation of all necessary office equipment;
- Carrying out administrative work in support of the staff research;
- Undertaking any such duties as the Head of Fine Art, Academic Support Manager, or Academic Support Administrator of Fine Art 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.

Relationships

School of Fine Art

Internal

- Administrative Staff
- Academic Support Manager
- Academic Support Administrator
- Heads of School
- Deputy Head of School
- Programme Leaders
- Heads of Departments
- Academic Staff
- Technical Staff
- Support Departments e.g. Registry, Finance, Estates
- Other Schools within GSA
- Academic and Administrative Staff
- Students
- Finance Department
- Registry
- Estates Department

External

- General public
- Suppliers of goods and services
- Employers – student projects and placements
- Applicants to courses
- External Examiners

Person Specification

Experience / qualifications

- The post holder will be educated to Higher level (or equivalent) or have relevant experience of administrative duties.
- Postholder will also have:
- Experience of providing personal administrative support to senior colleagues
- Experience and knowledge of all Microsoft Office applications
- Experience of using e-mail and the internet for work purposes
- Previous work experience in a Higher Education Institution and an understanding of academia would be preferable.

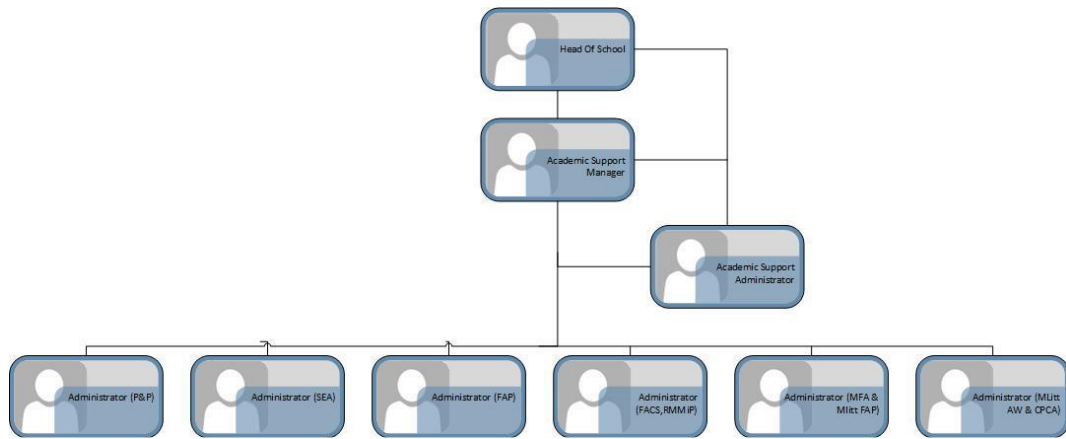
Skills and Attributes

- The post holder will be a self-starter who can demonstrate a high level of organisational 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 and be comfortable in a stand-alone role.
- 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.
- An up-to-date knowledge of developments and trends in Higher Education is highly desirable, as is a willingness to undertake training and staff development as required.
- Excellent written and oral communication skills are essential as is a commitment to equal opportunities and to widening participation.

Terms and Conditions

Contract	1.0FTE
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 3, £20,600 - £23,487 per annum
Hours	35 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

Organisation Chart



Area

School of Fine Art

People

- Staff
 - Head of School
 - Academic Support Manager
 - Academic Support Administrator
 - Heads of Department
 - Programme Leaders
 - Academic and Technical Staff
 - Administrative Team
- Students
 - Undergraduate/Postgraduate dependant on assignment