

**JOB DESCRIPTION**  
**Student Advisory Services Administrative Assistant (Part-time)**  
**Vacancy Ref: N2342**

<b>Job Title:</b>	Student Advisory Services Administrative Assistant (Part-time)	<b>Present Grade:</b> 4
<b>Department/College:</b>	Student Advisory Services, Student and Education Services	
<b>Directly responsible to:</b>	Student Advisory Services Manager	
<b>Supervisory responsibility for:</b>	n/a	
<b>Other contacts</b>		
<b>Internal:</b> Staff in Wellbeing services, staff in non-academic and academic departments and service users, students.		
<b>External:</b> Occasional contact with a wide range of external stakeholders, including parents, suppliers, and professionals.		
<b>Major Duties:</b>		
To provide a friendly, professional and customer-orientated service supporting the work the SAS manager, Student Wellbeing Services Manager and Associate Director of Wellbeing and Inclusion, as well as providing support to The Base (our one-stop shop enquiry desk) and exercising personal responsibility and initiative.		
Tasks include:		
<ul style="list-style-type: none"> <li>• Providing administrative support to the Student Advisory Services Manager, Student Wellbeing Services Manager, and Associate Director within Student Wellbeing Services.</li> <li>• Providing a friendly and professional first point of contact and to provide information, advice and support to students, parents and staff.</li> <li>• Provide ad-hoc frontline support to The Base where there is a staffing need, including contributing to the maintenance and updating of student records in line with University policy and the Data Protection Act, administering and distributing important documents relating to students and confidential student records, and raising relevant Purchase Orders and invoices and monitoring financial transactions.</li> <li>• Collecting and organising student data and feedback about the quality of services.</li> <li>• Supporting events such as Open Days, promotional activities, induction events and programmes.</li> <li>• To carry out any other duties appropriate to the grade as required by the Student Advisory Services Manager, Head of Wellbeing, and/or Associate Director of Wellbeing and Inclusion.</li> </ul>		