



Academic Administrator Role

Job Details

Post: Academic Administrator

Location: Manchester

Company: SSR, 65-69 Downing Street, Manchester M1 7JE

Salary: £19,000 - £21,500 per Annum

Hours: 35 Hours per week (Full-Time)

Responsible to: HE Co-ordinator

Overview: Our creative media institute requires an academic administrator to work supporting the HE Co-ordinator in our central Manchester facility. The individual will be responsible for the administrative oversight of our academic courses and tutors, but may also help support our industry and private courses from time to time. We're looking for a highly intelligent, organized and efficient individual with administrative experience and a level of experience and understanding within educational administration. The role will be varied and demanding, which will require someone who is a team player and able to prioritise, delegate and multi-task. We are looking for an individual with the ability to be proactive in the effective planning and execution of tasks. The role requires a keen ability to develop innovative processes and to use data tools to maximise productivity and streamline tasks. The role may also require you to work occasional weekends and evenings by request of the company.

Key Responsibilities

- Liaising with partner institutes, UCAS, and relevant internal staff to manage student admissions, progress and records for all academic students.
- Using our online systems to support and facilitate the timetabling of students, staff and resources for academic courses.
- Working with the wider administrative department to ensure the effective data capture and enrolment of academic students to the appropriate online systems.
- Using online systems and process to support the appropriate parties in the identification of students' with problematic academic progress and attendance
- Supporting the HE Co-ordinator in the monitoring of tutor targets and benchmarks in their modular delivery.

- Assisting the HE co-ordinator in the curation of assessment materials for external moderation.
- Assistant the HE co-ordinator with the scheduling and minuting of appropriate meetings

Qualifications, Experience and Skills

Essential

- Prior experience in an academic (HE) administrative role
- 5 GCSE's at grade A to C or equivalent qualification (preferably including maths and English)
- Highly proficient using MS Office applications (Outlook, Word, etc.)
- High level of ability using data processing tools, such a MS Excel
- A high level of general IT competency
- Excellent time-management skills and the ability to prioritise work
- Excellent written and verbal communication skills
- Excellent people skills
- Strong organisational skills and ability to multi-task
- Ability to work effectively as part of a team
- Outcome focused and able to consistently meet deadlines
- Demonstrate an attention to detail and problem solving skills

Desirable

- An undergraduate degree in relevant subject area
- A working understanding of Academic procedure and HE quality requirements
- A knowledge of the UCAS application system
- Experience using student data management systems and platforms
- Ability to demonstrate innovative and flexible approaches to workload management
- A desire to develop yourself and your skills within the role