

Job Description and Person Specification

Last updated: August 2022

JOB DESCRIPTION

Post title:	International Scholarships Administrator		
Standard Occupation Code: (UKVI SOC CODE)	N/A		
School/Department:	Global Recruitment & Admission		
Faculty:	Student Experience Directorate		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	2b
Posts responsible to:	International Scholarships Coordinator		
Posts responsible for:	N/A		
Post base:	Office-based		

Job purpose
<p>To provide comprehensive, effective and efficient administrative support to the International Office team, particularly providing administrative support to the International Scholarships Coordinator responsible for the management of international scholarship schemes.</p> <p>The postholder will support the implementation of application and assessment process for the University's scholarship schemes, answering enquiries from prospective students relating to the schemes and organising reading and selection panels.</p>

Key accountabilities/primary responsibilities	% Time
1. To support with the administrative processes relating to international scholarships, including database entry and liaison with academic colleagues and other internal and external stakeholders, as required.	25 %
2. To assist in the administration of international scholarships and sponsorships, including answering general enquiries from applicants and award holders, collating applications, servicing the decision panel meetings and maintaining records.	25 %
3. To assist in the administration of university awards, including answering general enquiries from applicants and award holders, collating applications, servicing the decision panel meetings and maintaining records	10 %
4. Provide general administrative support to the International Office, including meeting arrangements, general correspondence, filing, photocopying etc	10 %

Key accountabilities/primary responsibilities		% Time
5.	To maintain and monitor International scholarships webpages and the scholarships database.	10 %
6.	To process invoices and orders, making effective use of Agresso financial administrative process as required.	5 %
7.	To provide support for event management including booking rooms, arranging technical support, assisting with internal and external publicity, liaising with colleagues in partner institutions in the UK and abroad and occasionally attending for minute taking or other support.	5 %
8.	Contribute, as a member of the Global Recruitment & Admissions department, towards broader initiatives to ensure and implement an excellent applicant and student experience. Participate in cross-functional activities such as international student registration, open days and student recruitment events, confirmation and clearing	5 %
9.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships

Working closely with the other International Administrators within the International Office
Staff in the International Office
Staff in Professional Services and throughout the University in academic groupings. ·
WUN & RENKEI staff and academic staff in partner universities. ·
Partner universities in Europe and worldwide. ·
International visitors, students, and enquirers in person, by telephone and correspondence. ·
Outside agencies including embassies, the British Council, travel agents, international agents, schools, colleges, universities and funding bodies etc. ·
Alumni.

Special Requirements

Ability to work unsociable hours when required

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of NVQ2, GCSE or City and Guilds.</p> <p>Previous work experience within an administrative or secretarial support role.</p> <p>Able to demonstrate a sufficient knowledge of work systems, equipment processes and standard IT packages.</p> <p>Able to demonstrate a good knowledge of the role and its context.</p> <p>Able to produce clear, accurate and concise written documentation.</p> <p>Experience of analysing data and presenting summary information clearly.</p>	<p>RSA II word-processing, or equivalent level of skill or qualification.</p> <p>Experience of monitoring a small scale budget (e.g. stationery)</p> <p>Experience of Committee work</p>	
Planning and organising	<p>Able to effectively organise allocated work activities and assist in the effective organisation of non-standard tasks and events.</p> <p>Able to work well with minimum supervision.</p>	Evidence of events support.	
Problem solving and initiative	<p>Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.</p> <p>Proven independent problem-solving skills.</p> <p>Ability to respond to queries relating to international partnerships.</p> <p>Ability to react to unforeseen problems under pressure.</p>		
Management and teamwork	<p>Able to contribute to team efficiency through sharing information and constructively supporting others.</p> <p>Able to effectively allocate work and check the work of others ensuring required service standards and deadlines are met.</p> <p>Able to adapt well to change and service improvements.</p>	Previous supervisory experience	
Communicating and influencing	<p>Able to seek and clarify detail.</p> <p>Experience of providing advice on administrative procedures to colleagues and external customers.</p> <p>Able to demonstrate own duties to other colleagues as required.</p> <p>Good interpersonal and communication skills (both verbal and written).</p>	Experience of note and minute taking	

Other skills and behaviours	Ability to relate well to a wide range of people, including overseas visitors		
Special requirements	Ability to work unsociable hours when required		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			