

**Glasgow University Students’ Representative Council**

**Temporary Posts - Variable hours - from 7.5 to 20 hours per week**

**Salary £18,898 pro rata**

**Support Services Administrators**

**Job Description**

**Background**

We are looking for enthusiastic and organised individuals who are happy to be flexible in their working hours. Positions are offered from September to December initially, but may be continued beyond that initial period.

**Purpose of the Job**

To contribute to the smooth running of the SRC by providing effective and efficient administrative support.

**1. Responsibilities**

Responsibilities will vary according to the demands of our service.

* + Welcome point/reception enquiries
  + Clubs & Societies affiliation processing
  + Database Input and Filing
  + Assistance in the second hand bookshop
  + Support with photocopying/binding

**2. Skills, Knowledge and Experience**

Generally, we would prefer students who have attended the University of Glasgow for at least two years and have a broad awareness of the University.

**Desired:**

* Good organisational skills
* Good communicator and pleasant manner
* Flexible and adaptable
* Good IT skills and knowledge of main Microsoft programmes
* Some knowledge of the campus.

**3. Accountable to the Deputy Manager**

If you require an application form posted out, please contact enquiries@src.gla.ac.uk

Completed applications must be returned **by 4pm Friday 2nd September August 2022 via our online portal or by send your application to** [**enquiries@src.gla.ac.uk**](mailto:enquiries@src.gla.ac.uk) **or handed into the Welcome Point, McIntyre Building University Ave.**