

REF 66/10

Administration Assistant – Creative Industries

£18,717 - £20,305 (AP2)

Reporting to the Associate Principal – Creative industries you will provide administrative support to the Faculty of Creative Industries and act as a contact point with Corporate Services. You will maintain and advise on administrative procedures for the Faculty, providing appropriate information to staff and students. You will support the Associate Principal and service the Faculty committee structure, co-ordinate arrangements for recruitment, admission and induction of students and production of relevant documentation.

You will be educated to Higher/SVQ 3 level as a minimum, ideally with an HNC/SVQ qualification in an Office Administration or Business Studies discipline.

You will have experience of working in a customer focused office environment and have a good knowledge of Microsoft Office packages particularly Excel and Word. Good organisational, communication and time management skills are essential. Previous experience of supervising staff would be advantageous.

To Apply:

An application pack for the above vacancy is available from the Human Resources Department, Stevenson College Edinburgh, Bankhead Avenue, Edinburgh, EH11 4DE, tel: 0131 535 4610/4720 or e-mail humanresources@stevenson.ac.uk

If appointed, you will be required to undergo an Enhanced Disclosure check and you must be able to provide proof of the right to work in the United Kingdom

Closing Date: Thursday 9 September 2010 (12 noon)