

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Student Administration Officer
Bursaries and Scholarships

Department: Student and Academic Services

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
High standard of education to degree level or equivalent relevant experience		X	Application Form
Knowledge and understanding of the HE student life cycle	X		Application Form / Interview
Familiarity of Student Records Systems (Preferably Banner) and related systems		X	Application Form / Interview
Skills and Abilities			
Good oral and written communication skills	X		Application Form / Interview / Test
Excellent organisational skills and ability to work on own initiative	X		Application Form / Interview
Ability to work as part of team	X		Application Form / Interview
Ability to work with accuracy and speed	X		Test
Ability to work under pressure	X		Application Form / Interview
Ability to identify and implement administrative improvements	X		Application Form / Interview
A professional approach and manner	X		Interview

Experience			
Experience of responding to enquiries and requests from a range of service users	X		Application Form/Interview
Excellent computing skills and the ability to learn new programmes	X		Test
Experience of writing documents and producing analytical reports	X		Application Form / Interview
Experience of using reporting tools		X	Application Form / Interview
Experience of servicing committees		X	Application Form / Interview
Other requirements			
Committed to personal development and interested in building a career in academic administration	X		Application Form / Interview
Occasional weekend or late evening working and travel to events and other external activities as required	X		Application Form