



Information / Reception / Administration Assistant Staff

START SEPTEMBER 2008

Job Description

Please submit brief CV to enquiries@src.gla.ac.uk
by **Friday 6thth June 2008, 4pm**

Please submit any queries to the same address.

**PLEASE INCLUDE FULL CONTACT DETAILS
MATRICULATION NUMBER AND INFORMATION AS TO YOUR
AVAILABILITY FROM SEPTEMBER ONWARDS**

Background

We are looking for committed individuals who are happy to be flexible in their working hours, have good organisational skills and can communicate well with people from a diversity of backgrounds. An outline of the job description is included below, remember though, it's just an outline; we want to know what you can bring to us.

1. Purpose of the Job

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

To provide an appropriate signposting and information service to students and prospective students

2. Responsibilities

Responsibilities will vary according to the demands of our service and your own aspirations, skills and experience but may at some point include the following::

- Reception Services
- Switchboard duties
- Database Input and Filing
- Assistance in the second hand bookshop

3. Skills Knowledge Experience

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

geographical, structural and cultural landscape: in addition the following are required:

- Good organisational skills
- Good communicator and pleasant manner
- Able and willing to adapt to a variety of tasks and work flexible hours.
- Good IT skills

4. Accountability and hours of work

- Directly responsible to the Senior Office and Finance Administrator on a day to day basis
- Compliance with all Office/Admin Procedures
- Hours variable and can be negotiated
- £7.00per hour

5. Starting dates

- Vary beginning September until the end of Freshers week. For some successful applicants there will also be opportunities throughout the coming year.