

## External Advert

### MIS On-line Services Assistant (Ref: WCS0001173)

#### **Student Services:**

**Grade 3: Salary £27,902 to £30,151 per annum, pro rata**

*(Initial salary placement will normally be on the first point of the scale and will increase by annual incremental progression)*

**Hours: 17.5 hours**

**(Wednesday morning, Thursday and Friday all day)**

**Temporary to 20<sup>th</sup> June 2025**

**Location: Clydebank, Greenock, or Paisley (actual Campus to be agreed)**

West College Scotland is modern, inclusive, ambitious and innovative. Winners of multiple awards, including The Herald's Top Employer Award for our pioneering use of Digital Technologies, we are one of the largest Regional Colleges in Scotland with campuses in Clydebank, Greenock and Paisley. We deliver exceptional learning and vocational training opportunities to the West of Scotland region.

The successful candidate will provide an online cross campus service to students, staff and external stakeholders. You will process and deal with sensitive and confidential information submitted by students, adhering to GDPR guideline and regulations. You will also communicate, liaise and work with other college departments, curriculum staff and external stakeholders in relation to services provided for students by Online Services.

It is essential that you have a SCQF level 5 qualification in a Business, IT or Administration related subject area. The successful candidate will have experience in managing data electronically as well as experience of working in a curriculum support service function. You will have competent IT skills - using Microsoft Office software and be responsible, accountable for your own actions and resilient.

#### We are an inclusive place to work

At West College Scotland we are ambitious about Equality, Diversity, and Inclusion. If you've got the right skills and qualifications for the job, we want to hear from you. We encourage applications from all candidates regardless of age, disability - visible and non-visible including neurodiversity, gender identity, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex, or sexual orientation. Click [here](#) to find out more.

#### Benefits of working with us

This is an excellent opportunity to join one of Scotland's sector leading colleges. The College offers an outstanding benefits package including:

- Generous holiday entitlement - 45 days holiday (pro-rata) (including bank & public holidays)
- Membership of the Local Government Pension Scheme
- Enhanced maternity, paternity and adoption leave pay (subject to eligibility)
- Opportunities for hybrid / home working, where appropriate
- Flexible working opportunities
- Access to a dedicated wellbeing team and a 24/7 confidential employee assistance programme

- Support to enhance your skills through a variety of methods including online learning, coaching and self-directed study

Full details of the skills and qualifications required can be found on the employee specification. To view our Privacy Notice, please click [here](#).

To view our vacancies and to apply for posts, please click [here](#). If you require any assistance, please contact the HR team on 01475 554056 or by email [hr@wcs.ac.uk](mailto:hr@wcs.ac.uk) Occasionally correspondence relating to your application may go into your spam/junk email folder.

***Closing date for all completed applications is Friday 10<sup>th</sup> January 2025***



***The Board of Management of West College Scotland is a Scottish Charity.  
Charity Number SCO21185.***