

**External Vacancy**  
**Student Services & Communities**  
**Student Advisory Service: Advisor (Greenock Campus)**  
**Temporary to April 2019**  
**21 hours per week**  
**Tuesday, Thursday and Friday**  
**8.50am to 4.50pm**  
**Grade 3, £19,552 - £21,775 pro rata, per annum**  
**Ref: WCSR0000314**

You will provide a responsive and informative general advisory service to existing and potential students within the Student Advisory Services Team in the Greenock Campus, to enable it to deliver a professional, high quality service in assisting such individuals in coming to, progressing through and on from college.

You must have experience of providing direct advice and support to students, including enquiries, applications, funding, childcare, SAAS, and UCAS. You will understand the importance of customer service, and the need for confidentiality and have professional integrity. You will have excellent communication skills and be a competent user of MS Office applications.

You must have a qualification equivalent to SCQF Level 6.

You will be an effective communicator and problem solver in addition to being a team player who is student-focused whilst remaining calm under pressure.

Any offer of employment will be subject to receiving a satisfactory Scheme Record through the Protection of Vulnerable Groups Scheme.

To apply for the post, please visit the web site and apply online. If you require any assistance, please contact the HR team on 01475 553 024.

[To view vacancies please click here](#)

**Closing date: Tuesday, 29<sup>th</sup> May 2018**



INVESTOR IN PEOPLE



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