

**External Vacancy**  
**Student Services & Communities**  
**Student Advisory Services: Co-ordinator (Paisley Campus)**  
**Temporary Maternity Cover to July 2019**  
**35 hours per week**  
**Grade 5, £24,449 - £28,442 per annum**  
**Ref: WCSR0000316**

The successful candidate will co-ordinate a responsive and informative general advisory service to existing and potential students, to assist them in coming to, progressing through and on from College.

You must have recent 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 also the need for confidentiality as well as having professional integrity. The successful candidate will have excellent communication skills and be a competent user of MS Office applications.

You must have a qualification relevant to SCQF Level 7 (e.g. HNC). You must have knowledge of local support agencies, current college initiatives and support sector developments. As well, you will have a customer-focused approach and be calm and resilient, and be able to travel between campuses and work outwith normal hours if necessary.

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: Thursday, 31<sup>st</sup> May 2018**



INVESTOR IN PEOPLE



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