

JOB DESCRIPTION

JOB TITLE: Student Funding Administrative Assistant

LINE MANAGED BY: Student Funding Manager

JOB PURPOSE & OBJECTIVES Responsible to the Student Funding Manager for providing dedicated administrative and clerical support in relation to Student Funding services, ensuring accurate processing of student information, maintenance of records, and effective support for students and staff.

KEY TASK SUMMARY Provide administrative and clerical support to the Student Funding Team, including maintenance of student records, electronic systems, evidence documentation, and general office administration associated with student funding processes.

KEY TASKS

- Provide administrative support to the Student Funding Manager and wider Student Funding team.
- Accurately input, update, maintain and retrieve student data using College electronic systems and databases.
- Process, record and monitor student funding applications and associated documentation.
- Receive, check, scan, upload and file student evidence and supporting documentation in accordance with procedures and data protection requirements.
- Support students to complete and submit funding applications.
- Maintain accurate and organised electronic and manual filing systems for student records and funding documentation.
- Respond to routine student enquiries in person, by telephone and via email, referring more complex queries to Student Funding Advisers or Managers as appropriate.
- Assist students at drop-in sessions with basic funding-related queries and document submission.
- Assist with monitoring application progress and contacting students regarding outstanding information or evidence.
- Process incoming and outgoing correspondence relating to student funding applications.

- Liaise with internal departments and external organisations regarding routine administrative matters.
- Ensure confidentiality and compliance with GDPR and organisational policies when handling sensitive student information.
- Maintain accurate records of student communications and actions taken.
- Support general office duties including photocopying, scanning, and filing.
- Undertake any other duties appropriate to the grade and nature of the post as requested by the Student Funding Manager

WHO WE ARE

Vision

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

“To inspire and transform lives through inclusive, innovative and sustainable education.”

Mission

South Lanarkshire College has a clear mission to,

“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.