



Staffordshire University offers a wide range of courses to more than 20,000 students at its state-of-the-art campuses in Stoke-on-Trent, Stafford and Lichfield. We are also a major local employer, with over 1,800 staff and an annual turnover of £100 million.

LAW SCHOOL

Quality Administrator
18.5 hours per week
£18,116 - £20,937 per annum pro rata

[Ref LW08/3b]

You will administer all aspects of our Law School's quality support function. This will involve representing the School at working groups, managing award and validation procedures and supporting the annual quality monitoring process. Other tasks will include producing statistical reports, liaising with External Examiners and supporting the School's Quality Assurance and Enhancement committee.

Your administrative background will be supported by an HNC/HND or equivalent or experience in a Higher Education environment. Excellent interpersonal skills, a strong customer focus and a high level of IT literacy will be essential.

CVs will only be accepted in support of a fully completed application form.

For an application form and further details, please visit our website www.staffs.ac.uk/jobvacancies. If you are unable to access the website please telephone 01782 292762.

Closing date for completed applications: 9 February 2010

As an inclusive organisation committed to equality and diversity, we encourage applications from all sections of the community

Employment benefits include; final salary pension scheme, flexible employment options and generous annual leave entitlement