

Slade Summer School and Short Course Administrative Officer

JOB DESCRIPTION

The Slade School of Fine Art is looking for a part-time Summer School and Short Course Officer to work in the Slade School Office for 2 days a week until mid June and then 5 days a week until mid September, reverting back to 2 days until the end of the contract, to support the Slade Summer School and Short courses on a day-to-day basis and help with other office duties. This appointment will be for 1 year in the first instance. The postholder will be responsible to the Slade School Administrator, and will work closely with the Summer School Co-Ordinator.

The Slade School of Fine Art is a department of University College London. The Slade Summer School was established in 1985, and provides an opportunity for both experienced and less experienced artists and students who wish to develop their practice within the context of a school of fine art.

The Slade Summer School offers a ten week full-time Foundation course, and a variety of two-week intensive courses in fine art. The administration is situated in the Slade School of Fine Art main building in the North Wing of the main quadrangle of UCL, Gower Street, where the Slade Summer School will be taking place from 1 July until 6 September 2013

The School also offers a wide programme of non-degree Short Courses. The Evening, Saturday and Easter courses take place in the Slade studios at Woburn Square. Courses are taught by practising artists, many of whom studied at the Slade. They are designed to enable students to develop a set of criteria which will enable further possibilities and developments within the wider remit of their own practice after completing the course.

Job Description

The Summer School and Short Course Officer will be working as part of the Slade Office team which currently comprises of Slade School Administrator, Accounts Assistant, the Courses and Student Support Officer and the PA to the Director/Events Officer

The Summer School and Short Course Officer will be providing administrative support for the Slade Summer School under the direction of the Slade School Administrator, and helping with other office duties.

Duties and responsibilities

- Dealing with telephone and e-mail enquiries from prospective Summer School and Short Course students as well as from those who have already enrolled on a course.
- Supporting all marketing and publicity for the Summer School and Short Courses.
- Processing applications for the Summer School and Short Courses, including entering data accurately on the database, corresponding with the applicant, taking credit card payments for fees in the absence of the Accounts Assistant.
- Maintaining a reserve-list to ensure that courses are filled to the optimum.
- Preparing ID cards, photocopying course material, putting up signage for course enrolment.

- Assisting with the ordering of materials for the courses using iprocurement, in the absence of the Accounts Assistant; checking deliveries and organising materials as required.
- Maintaining and updating the mailing list for the Slade Summer School and short courses.
- Collating and mailing out information packs for courses.
- Enrolment for Summer School courses takes place on Mondays in the Slade Gallery, enrolment for the Short courses takes place at Woburn Square on the first Monday evening or Saturday of the respective courses and the Summer School and Short Course Officer will be expected to prepare for, and assist with, enrolment.
- Putting out and collecting the attendance registers each day, and managing the attendance records. Following-up absentees when necessary, for the Summer School.
- Taking payment from students for any items purchased from the Slade, if applicable.
- Preparing and distributing certificates of attendance.
- Distributing and collecting the Monitoring of Teaching forms, collating the responses for analysis.
- Preparing and delivering refreshments on the final day of the courses if required.
- Assisting with the provision and setup of refreshments for exhibition openings.
- Ensuring that refreshments are provided for Summer School students on the August Bank Holiday Monday.
- Assisting with other Slade projects as directed.

Any other appropriate duties which are from time to time required by Slade School Administrator or Slade Director.

Person Specification

Essential:

- Proficiency in Microsoft Office, e-mail and internet.
- Accuracy and attention to detail in written work.
- Good timekeeping, reliability and flexibility.
- Excellent communication skills, both written and oral.
- Ability to work well as part of a team, and to liaise with teaching staff effectively.
- Ability to communicate effectively with students with differing backgrounds and experience.
- Experience of Higher Education administration.
- Good organisational skills, flexibility, willingness and enthusiasm.

Desirable:

- Experience of Higher Education Administration in an art school context.
- Knowledge of Fine Art practice.
- Experience of administering summer school or short courses.
- Experience of using and administering social media

Conditions of service

The postholder will work for 2 days a week until mid June and then 5 days until mid September, reverting back to 2 days a week until the end of the contract.

The appointment is at grade 5 spinal point 15, salary £11.67 per hour inclusive of London Allowance, plus paid leave entitlement (27 days pro rata).

The postholder will be required to actively follow UCL policies including Equal Opportunities policies and must maintain an awareness and observation of Fire and Health and Safety Regulations.

How to apply

Applications should be submitted online at www.ucl.ac.uk/hr/jobs by the closing date stated on the advertisement.

Date of the interview to be confirmed

Further information

For further information about the Slade School of Fine Art, please see our website: www.ucl.ac.uk/slade

For further information about UCL, please see: www.ucl.ac.uk/about-ucl

For further details about UCL's employment policies, including UK immigration rules, please see the Human Resources website: <http://www.ucl.ac.uk/hr/>