

Job Purpose

This post is based at the Joint University of Glasgow (UoG) and University of Electronic Science and Technology of China (UESTC) Educational Programme at UESTC's Qingshuihe campus in Chengdu, Sichuan Province, PRC.

This job is to provide comprehensive administrative support for the delivery of undergraduate programmes based on the curriculum of the University of Glasgow through the UoG/UESTC Joint Educational Programme (JEP), and to provide effective operational support to the UoG Programme Director, Course Co-ordinators and fly in/fly out staff from the University of Glasgow.

Main Duties and Responsibilities

1. Administration of the JEP Undergraduate Programme, working closely with UESTC and UoG staff at the UoG-UESTC Joint School, with responsibility for:

- Ensuring the efficient running of the UoG/UESTC Joint Educational Programme in collaboration with both the University of Glasgow School of Engineering and UESTC and acting as point of contact for advice to all students at Undergraduate level; providing a point of contact for students and UESTC staff regarding matters associated with the University of Glasgow.
- Liaising closely with the Teaching Office in the School of Engineering at the University of Glasgow.
- Maintaining the accuracy and integrity of Student Records on the University of Glasgow MyCampus, ensuring the application of University, College and School policies and procedures relating to the control of confidential information and personal data.
- Tracking and reporting on the development of Undergraduate students on an individual basis from point of entry until graduation, monitoring performance and highlighting potential problems to staff at the University of Glasgow.
- Creating and presenting complex formulae-based spreadsheets of exam assessment data to the School of Engineering examination boards.
- Ensuring that examination processes and procedures, e.g. exam papers, are developed, managed and supported and there is close liaison with the University of Glasgow, School of Engineering Teaching Office, and Academic Department of Student Affair Centre, UoG-UESTC Joint School.
- Liaising with UESTC on admissions and ensuring successful applications are registered on the University of Glasgow MyCampus student record system.
- Providing comprehensive administrative support to course co-ordinators and all UoG staff.
- Generating primary information in close liaison with local suppliers for local production of UoG branded items for recruitments, promotions, and inductions.
- Providing primary records of all financial activities responsible for UoG as backup paper work for financial process in UoG and UESTC.
- Leading local Graduate Teaching Assistant (GTA) recruitment, workload monitoring and payroll generating on a daily basis.
- Acting as purchase officer to identify and process all finance related activities and ensure the records are correctly kept in UoG and UESTC.
- Providing general and primary maintenance work of all UoG owned property in Chengdu, including office facilities, IT equipment, consumables, and other UoG owned property.
- Updating guidance materials for students (Student Handbook) and staff (Staff Handbook, Visiting Handbook) on a regular basis to make sure the materials are up-to-date.

2. JEP operations administration with responsibility for:

- Developing and maintaining relevant and timely records for all JEP Committee meetings.
- Clerking and supporting relevant UoG/UESTC JEP committees, including Examination Boards.
- Checking and ensuring accuracy of all information relevant to the UoG/UESTC JEP and held by the University, taking account of the differing national regulatory environments.
- Managing annual course monitoring and quality assurance processes and documentation for existing courses.
- Assisting Programme Director and Course Co-ordinators in revising, improving and proof-checking web pages/handbooks.
- Displaying innovative thinking in streamlining key functions (e.g. enabling shift towards electronic administration and management) in order to maximise efficiency and reduce costs.
- Providing statistical information to Programme Director, course co-ordinators and staff to assist with, for example, forward planning.

3. Responsible for the management of financial records and budgets for the JEP requiring specialist analysis, involving liaison and effective communication with UESTC, the University of Glasgow and accountants, including tracking authorisation, virements, accruals, investigation and resolution of discrepancies and shortfalls. Providing Programme Director, Head of School, Head of College Finance, Head of School Administration and Senior Administrator (School Finance Office) with Financial Management Information on income and expenditure.
4. Maintain and manage Academic Workload model for the JEP tailored to local delivery, requiring data collection, analysis and the production of regular reports, and ensuring appropriate local arrangements for fly in/fly out staff.
5. Responsible for ensuring that financial procedures within the JEP are strictly followed with regard to the processing of monies, maintaining privacy, confidentiality and security of financial information and personal data across national boundaries.
6. The post also plays a crucial role in extending the JEP Undergraduate Programme into other activities including research. This will involve liaison between the School of Engineering at UoG and activities at UESTC as well as industrial partners to share information and to set up meetings.
7. Keeping visiting records of all visiting staff from Glasgow in a secured way as required by UESTC policy.
8. The line manager will be the JEP Programme Director from UoG.

Knowledge, Qualifications, Skills and Experience

Knowledge/Qualifications

Essential

A1 Degree or equivalent qualification.

A2 Knowledge of Chinese and UK University procedures, standards and regulatory environments.

Skills

Essential

C1 Strong organisational skills and time management skills. C2 Excellent communication skills with fluency in both English and Chinese.

C3 Proven interpersonal and communication (written and oral) skills in both English and Chinese. C4 Well developed analytical and problem solving capability, and proven planning, organising, prioritising and negotiation skills.

C5 A high level of numeracy skills. C6 Ability to work independently, setting own priorities and targets.

C7 Ability to work accurately under pressure. C8 Ability to adapt in a changing environment, and manage effectively across national boundaries and time zones.

C9 Tact, diplomacy and discretion. C10 Ability to adapt to a varying environment, to take initiative and to exercise independent judgement.

C11 Advanced IT skills including a detailed operational knowledge of all Microsoft Office packages, and a demonstrated ability to work with new IT tools including those for publishing webpages and/or bespoke University of Glasgow packages. C12 Ability to create and operate software systems for compiling and manipulating databases and spreadsheets, including the use of formulae and data integrity checks.

Experience

Essential

E1 At least 3 year's administrative experience, with qualifications above, at a senior administrative level preferably within Higher Education, or 6-7 year's relevant similar experience without qualification.

E2 Experience of developing and maintaining large spreadsheets using multiple formulae. E3

Experience of supervising and motivating staff.

E4 Clerking committees. E5 Developing and maintaining student records.

E6 Developing and maintaining financial records and budgets.

Job Features

Dimensions

- Administration and support for up to 1,000 Undergraduate students, along with UESTC's administrative team at the Joint School.
- Assistance and advice to academic colleagues including up to around 25 fly in/fly out staff.
- All operational budgets for non-pay expenditure to ensure

containment within agreed limits and information is accurate and up-to-date in accordance with University of Glasgow and local procedures and policies.

- Provide specialist advice and support on JEP and UoG policies and procedures, upon request.

Planning and Organising

- Planning ahead for the requirements of student programmes throughout the year, prioritising own workload, meeting tight deadlines and dealing effectively with competing priorities.
- Planning ahead for visiting fly in/fly out staff to ensure their time is used efficiently and effectively.

- Assist in the organising and preparing of financial and other reports for the JEP and organising committee meetings as appropriate.
- Plan and monitor income and expenditure activity and present Programme Director with recommended courses of action.

Plan ahead for the recruitment of Graduate Teaching Assistant including generating GTA requirement based on courses respectively, CV collecting and candidates finalizing.

Decision Making

- Identifying and eliminating lecture and laboratory timetable clashes.
- Identifying suitable teaching rooms and liaising with UESTC for lecture, laboratory and tutorial space.
- Proposing enhanced administrative structures and procedures.
- Specialist advice on JEP/UoG policy on finance, human resources, procurement, asset management and space holdings.
- Resolution of financial and administrative problems ensuring adherence within budgetary constraints and policies.
- Authorisation of expenditure, petty cash, staff expense claims.

Internal/External Relationships

- Communicating closely, in person and by email, with JEP students, UESTC staff, and University of Glasgow fly-in/fly-out staff. Liaising by email, telephone, video conference and in person with academic colleagues and administrative staff at the University of Glasgow.
- Closely contact with local service providers including but not limited to: hospitality, transportation, IT equipment, stationery, promotional items, design and printing companies.

Problem Solving

- Responding to policy changes and introduction of new Courses with a variety of assessment methods.
- Devising marks spreadsheets for Exam Board meetings that present all necessary information about each student's performance in legible form.
- Creating spreadsheet formulae for integrating new course assessment regimes.
- Supporting examinations with computational advice and providing immediate adjustment of results and other information whenever necessary throughout Exam Board meetings.
- To act as first point of contact for advice and administration of budgets, grants, income & expenditure virements, petty cash, investigation of discrepancies or shortfalls; academic workload; sourcing and disposal of equipment, software, procurement, suppliers; temporary staff cover; space holdings.
- To act as first point of contact for advice and maintenance of IT equipment including but not limited to landline and internet service breakdowns, database connection failure, hardware and software of office equipment breakdowns.
- Assisting paperwork needed for changes of teaching slots, teaching staff and etc. as required by UESTC, and actively involved in re arrangement of course delivery and other academic activities.
- Pro-active detection and resolution of human, financial and administrative problems.

Other

A pre-requisite of this post is for the provision of a standalone and integrated core comprehensive, specialist and pro-active financial and administrative resource. The post plays a crucial role in enhancing and facilitating the delivery of the UoG/UESTC Joint Educational programme and its extension into other activities including research. This requires independent initiative and judgement with an awareness and analysis of UESTC, JEP and UoG operational systems. This is based upon a broad knowledge and understanding of the aims of the JEP and its policies and procedures, often involving changing priorities in service delivery.

The successful candidate will be employed by Sichuan FESCO.

Terms & Conditions

The successful candidate will be employed by Sichuan FESCO and based at UESTC's Qingshuihe campus in Chengdu, Sichuan Province, PRC.

Salary in the range of RMB 250,000 – RMB 320,000

To apply for this position please click on the link below:

<https://www.fescosc.cn/jobread.asp?id=100>

This post is full time and open ended.

As part of Team UofG you will be a member of a world changing, inclusive community, which values ambition, excellence, integrity and curiosity.

As a valued member of our team, you can expect:

- 1 A warm welcoming and engaging organisational culture, where your talents are developed and nurtured, and success is celebrated and shared.
- 2 An excellent employment package with generous terms and conditions including 41 days of leave for full time staff, pension - pensions handbook
<https://www.gla.ac.uk/myglasgow/payandpensions/pensions/>, benefits and discount packages.
- 3 A flexible approach to working.
- 4 A commitment to support your health and wellbeing, including a free 6-month UofG Sport membership for all new staff joining the University <https://www.gla.ac.uk/myglasgow/staff/healthwellbeing/>.

We believe that we can only reach our full potential through the talents of all. Equality, diversity and inclusion are at the heart of our values. Applications are particularly welcome from across our communities and in particular people from the Black, Asian and Minority Ethnic (BAME) community, and other protected characteristics who are under-represented within the University. Read more on how the University promotes and embeds all aspects of equality and diversity within our community <https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/>.

We endorse the principles of Athena Swan

<https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/athenaswan/> and hold bronze, silver and gold awards across the University.

We are investing in our organisation, and we will invest in you too. Please visit our website <https://www.gla.ac.uk/explore/jobs/> for more information.