



University of Brighton

Opportunities in Registry

The following opportunities are based within our Registry which provides central support for the university's academic administration. Working with potential and current students, the university as a whole and with external organisations, the department's responsibilities include the recruitment and admission of students, academic quality assurance and the management of student and course records.

User Support Assistants (two posts)

from £23,449 to £26,391 per annum

Working within the Systems and Data division, you will help to train, guide and advise users of the university's corporate student record system. You will also support the production of student-related management information and the submission of data returns to external agencies. You will be highly numerate with competence in the operation of a computerised record system and be able to communicate complex processes and procedures in a clear and concise manner. Post **RE5091** is fixed-term until 30 June 2009 to cover a staff absence while post **RE5054** is permanent. Job sharers welcome.

Administrative Assistant (Records and Fees)

from £20,226 to £22,765 per annum

Based within the Records and Fees division, you will be responsible for amendments to the student records database as well as assisting in its maintenance. You will also liaise with external bodies with regards to students' status as well as assisting with more general departmental clerical and administrative work. You will have a good level of literacy and numeracy and be competent in the use of IT and the processing of data. Job sharers welcome. **Ref: RE5047.**

Clerical Assistant

from £17,519 to £19,645 per annum

In this role you will assist in the organisation and maintenance of Awards records. You will also assist in the organisation of the university's awards ceremonies and help to process progression information and pass lists. You will have a good level of literacy and numeracy, be competent at using IT and be able to communicate concisely and accurately. Job sharers welcome. **Ref: RE5055.**



**Call (01273) 642849 (24 hours) or visit
www.brighton.ac.uk/vacancies**

Please quote the appropriate reference number.

Closing date: 4 November 2008

Working for equality of opportunity

