

Candidate Information

Position:	Transition Advisor
School/Department:	Academic and Student Affairs
Reference:	22/110296
Closing Date:	Monday 24 October 2022
Salary:	£29,619 - £34,308 per annum
Anticipated Interview Date:	Tuesday 8 November 2022
Duration:	Fixed term for 12 months

JOB PURPOSE:

The purpose of this role is to contribute to the LDS teaching team's programme of academic skills support in University Schools and engage with undergraduate students as part of local taught programmes. The post holder will work with colleagues to develop transition support and resources as required.

MAJOR DUTIES:

1. Deliver a range of transition support activities to undergraduate students as part of taught programmes, utilising digital platforms and in-person opportunities for academic skill development.
2. Creation of bespoke learning resources and activities on Canvas to support student engagement and skills development.
3. Work with colleagues, students and academics, to enhance academic support and target interventions at discipline level to address disparities in attainment and degree outcomes.
4. Deal with queries from Academics, students and other relevant personnel, internal and external to Queen's, to provide support to School based UG transition support schemes.
5. Working with the LDS team, identify new opportunities for transition support activities at Service and School level.
6. Support the core service offering to students, including one-to-one academic skills appointments online and in-person.
7. Highlight transition support options to students who have progressed to Queen's from widening participation programmes.
8. Use appropriate monitoring and evaluation techniques for support interventions to create an evidence-based practice approach to the provision of academic and related transition support. This will include the review and monitoring of School based activities with LDS Tutors and the Line Manager.
9. Participate in weekly team meetings as required and provide reports, as appropriate, to the Line Manager.

ESSENTIAL CRITERIA:

1. Recent degree and relevant experience of academic skills support at HE level.
2. 2 years part/full-time recent, relevant experience to include:
 - Development of tailored online learning resources for students.
 - Experience of one-to-one student support.
 - Experience of teaching delivery at HE level.
 - Experience of presenting to a range of groups.
3. Excellent organisation skills to allow for working under pressure and to tight deadlines.
4. Excellent ICT skills including experience of using software to develop learning resources.
5. Comprehensive knowledge and experience of University and HE issues and how they impact on students.
6. Understanding of learning development in a higher education context.
7. Experience of delivering skills support online and in-person.
8. Excellent Interpersonal and communication (written and oral skills), this includes the ability to understand/interpret the requirements of others, present information to others, conduct effective internal and external relations.
9. Use initiative and judgement to resolve daily problems independently or through a support team where appropriate.
10. Ability to assess and organise resources, and plan and progress work activities, projects, changes within own work area, etc, using initiative and judgement with limited recourse to managers.

11. Suitable analytical and problem solving capabilities.
12. Ability to deal with sensitive information in a confidential manner.
13. Willingness to work outside core hours on occasion as required.

DESIRABLE CRITERIA:

1. Post graduate qualification.
2. Experience of the development and/or delivery of transition support within Higher Education.
3. Experience of developing content for and updating webpages.
4. Ability to use existing research to create evidence based/informed programmes.