

## JOB DESCRIPTION

**JOB TITLE:** Student Funding Administrative Assistant

**LINE MANAGED BY:** Student Funding Manager

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**JOB PURPOSE & OBJECTIVES** Responsible to the Student Funding Manager for providing dedicated administrative and clerical support in relation to Student Funding services, ensuring accurate processing of student information, maintenance of records, and effective support for students and staff.

**KEY TASK SUMMARY** Provide administrative and clerical support to the Student Funding Team, including maintenance of student records, electronic systems, evidence documentation, and general office administration associated with student funding processes.

### KEY TASKS

- Provide administrative support to the Student Funding Manager and wider Student Funding team.
- Accurately input, update, maintain and retrieve student data using College electronic systems and databases.
- Process, record and monitor student funding applications and associated documentation.
- Receive, check, scan, upload and file student evidence and supporting documentation in accordance with procedures and data protection requirements.
- Support students to complete and submit funding applications.
- Maintain accurate and organised electronic and manual filing systems for student records and funding documentation.
- Respond to routine student enquiries in person, by telephone and via email, referring more complex queries to Student Funding Advisers or Managers as appropriate.
- Assist students at drop-in sessions with basic funding-related queries and document submission.
- Assist with monitoring application progress and contacting students regarding outstanding information or evidence.
- Process incoming and outgoing correspondence relating to student funding applications.
- Liaise with internal departments and external organisations regarding routine administrative matters.
- Ensure confidentiality and compliance with GDPR and organisational policies when handling sensitive student information.

- Maintain accurate records of student communications and actions taken.
- Support general office duties including photocopying, scanning, and filing.
- Undertake any other duties appropriate to the grade and nature of the post as requested by the Student Funding Manager.

## **Corporate Statements and Values**

### **Vision**

To be Scotland's leading College: delivering excellence.

### **Mission**

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

### **Values and culture**

#### **We are:**

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date created: June 2026