

Job Description:

Title: Learning Centre Mentor/Admin Assistant

Hours: 20 hours

Job Role	Specific Identified Activities
Induction and Centre Usage	<p>Handle and record enquiries, develop and maintain knowledge and information base on learning opportunities and support learners in information searches. Signpost /liaise with local agencies and services and refer learners impartially.</p> <p>Ensure appropriate SWRC systems and procedures are implemented.</p> <p>Ensure learners are fully inducted to Learning Centre (LC). Ensure appropriate enrolment, progression, evaluation forms completed.</p> <p>Assist in application process of full time students.</p> <p>Facilitate use of LC by other relevant tutors including induction.</p>
Learner Support	<p>Support any learner undertaking any college learning programme.</p> <p>Support learners on one to one basis for IT skills checks or LQs and generate and disseminate report for learner.</p> <p>Liaison between learners and external support if needed.</p> <p>Provide exam invigilation if necessary for all SWRC courses.</p> <p>Support pre exit meeting activity advising learners of other learning opportunities.</p> <p>Support students in use of on line learning & use of technologies.</p>
Course facilitation and Marketing	<p>Support in scheduling and facilitating of all SWRC tutor led courses, assist in bookings and liaising with tutors.</p> <p>Help plan and undertake appropriate local marketing to promote the centre and the college and all its learning opportunities and services.</p>
Administration and Finance	<p>Assist in administration for centre and in relation to any learning programmes including procurement of learning resources (via SWRC Admin).</p> <p>Procurement of office admin supplies (via SWRC Admin).</p> <p>Process ILA Scotland claims using approved web administration system.</p> <p>Ensure accurate record keeping of learner enrolments, purchases, payments and petty cash.</p> <p>Assist in administration of full time students.</p>
Monitoring and Evaluation	<p>Return all relevant forms to SWRC Admin and inform college of any concerns raised in evaluation so appropriate action can be taken.</p> <p>Assist in monitoring and feedback ensuring all reports and relevant forms to SWRC Admin and participate in discussions to inform development of future programmes.</p>
Equal Opportunities, H&S and Quality Standards	<p>Liaison with SWRC, Sabhal Mòr Ostaig and any other bodies to ensure compliance.</p>
Communication & team working	<p>Participate and contribute to LC team meetings, staff college meetings and training events. College events scheduled well in advance – attendance is compulsory.</p> <p>Complete and return your own timesheet as per SWRC policy and submit claims for expenses as appropriate.</p>