**Centre for History**

The Centre for History, founded in 2005, is part of the Humanities, Gaelic and Education Subject Network, Faculty of Arts, Humanities and Business, University of the Highlands and Islands (UHI). The Centre has strong support from the Associate Dean of Faculty, Dr Iain MacInnes and the interim Dean of Faculty, Professor David Worthington, who are both historians, and from the Deputy Principal of Academic & Research, Professor Brian Williams, and is seen as of strategic importance to the work of the university. The Centre has a strong team of research active scholars, and a curriculum and research officer (shared role between members of professional services staff), who have developed an innovative range of undergraduate and postgraduate programmes. The Centre is currently headed by Dr Lucinda Dean (Lucy).

**Administration Assistant (0.4 FTE, Fixed-Term Contract)**

As Administrative Assistant (0.4FTE) at the Centre, in Dornoch, you will carry out day to day administrative tasks, help organise and minute meetings and other events, deal with email correspondence and telephone enquiries, help with enrolment and administration on undergraduate and masters-level programmes, assist with the Centre’s exam board preparation, as well as taking a proactive role in the Centre’s marketing and social networking. You will work closely with our Curriculum and Research Officers, who lead on our professional services and administrative support, as well as our Programme Leaders (at both postgraduate and undergraduate level).

A detailed job description and person specification for the post are attached.

Applicants with informal questions are encouraged to contact the Interim Head of Centre, Dr Lucy Dean, by email to Lucy.Dean@uhi.ac.uk

**Pay and Benefits**

This role is linked to grade 5 on the UHI payscale. The starting salary for this position will normally be in the range £27,876 to £30,462 per annum.

This post is fixed term for 6 months until 30 November subject to funding. There is no guarantee of further employment after the expiry of this term.

This post is part time and will involve working 14 hours per week on a working pattern as agreed with your line manager.

The workplace pension scheme provided to workers at grade five and below is the Local Government Pension Scheme (LGPS). This is a qualifying pension scheme, which means it meets or exceeds the government’s standards. Full information about the scheme can be found on the Highland Council’s Pension Fund website <http://www.highlandpensionfund.org/>

Full-time posts carry a total of 39 days leave per annum (pro rata for part-time posts). It is practice that, with the exception of a Christmas and New Year closure, leave may be taken at any time of year, subject to the requirements of the post and department and with the permission of your line manager.

**Recruitment Process**

When completing the application form please ensure that you clearly evidence how you meet the selection criteria identified on the relevant person specification.

**The deadline for submitting your application is Wednesday 7 May at 11.59pm.**

**Shortlisting will take place the week commencing Monday 5 May.**

**We plan (at present) that interviews will be held by videoconferencing on Thursday 15 May.**

We reserve the right to close the vacancy early should a high volume of applications be received.

If you have any queries regarding our recruitment and selection process, or if you would like to request any reasonable adjustments to either the recruitment process or the prospective job, please contact the HR team as soon as possible.