

Person specification	
Job title	UHI STEM Futures – School Outreach Administrative Assistant
Department	UHI STEM - Faculty SHE
Responsible to	UHI Head of STEM Development
Responsible for	NA
Grade	UHI Band 4 (0.2 FTE or 14 hours per week flexible over 3 or 4 days. Fixed term contact for 10 month period between September 2026 – June 2027.
Location	TBC - Hybrid

Criteria	Essential	Desirable
Qualifications	Competent in Microsoft Packages	European Computer Driving Licence
Experience	Previous experience working / assisting in an office environment Previous experience of working without direct supervision Appropriate level of data protection, security awareness and confidentiality awareness. Ability to understand, analyse and summarise information with good IT and social media skills.	Experience of working within an academic or education organisation Experience in working with customers and or public
Knowledge and skills	Be able to work independently or as part of a team and use initiative. Excellent people skills in dealing with both internal academic staff, and other external stakeholders, with exacting standards of professionalism and diplomacy. Excellent communication skills, both written and verbal with the ability to maintain accurate records and draft minutes etc.	Knowledge and understanding of the Highlands and Islands. Evidence of good prioritisation and time management skills.

Personal Qualities	Very well organised with a structured approach to tasks. Good communication skills (verbal and written) with an ability to communicate well with staff at all levels, including maintaining confidentiality Committed to the development and maintenance of good relationships with colleagues and internal and external stakeholders Motivated, flexible and adaptable.	Enthusiastic, positive and 'can do' attitude. Willing to seek support and advice when necessary.
Other	Ability and willingness to travel within the Highlands and Islands occasionally	Knowledge of, or interest in, the Gaelic language and culture. Driving Licence