

Job Description

| | |
|------------------------|---|
| Job title | Administrative Assistant – Recruitment (CAE16/15) |
| School | Creative Arts and Engineering |
| Normal Workbase | Stoke |
| Tenure | Permanent |
| Grade/Salary | Grade 4 |
| FTE | Full time, working 37 hours per week |
| Date prepared | August 2017 |

Job Purpose

- To be responsible for the supporting a range of student recruitment activities and external events for the School, throughout the cycle, ensuring that these link appropriately to Marketing and Public Relations.
- To work with the Associate Dean - Recruitment to ensure that appropriate plans are in place throughout the cycle, for the recruitment of students to target, including monitoring progress, and updating and adjusting the plans as required.

Relationships

| | |
|------------------|------------------------------|
| Reporting to: | Associate Dean - Recruitment |
| Responsible for: | None |

Main Activities

- To provide co-ordination across the School, under the guidance of the Associate Dean – Recruitment, activity concerned with recruitment of students.
- To assist with the school contribution to the planning of student recruitment events, working closely with Marketing and Public Relations as necessary.
- To contribute to the delivery of the faculty's widening participation activities, working in collaboration with Marketing and Public Relations.
- To co-ordinate representation at relevant external recruitment fairs and outreach events.
- To coordinate and support student recruitment events at school level, working with the Marketing and Public Relations to deliver these.
- To administratively support the development of school marketing and web material working closely with the Head of Department, Associate Dean – Recruitment and marketing and Public Relations.
- To co-ordinate activities at appropriate events e.g. open days and ensure that appropriate staff are on hand for all recruitment events (open days, fairs, etc.), working with others as necessary.

- Working in liaison with the Associate Dean - Recruitment, the Academic Partnerships Manager and the Marketing and Public Relations, to co-ordinate and advise subject groups on preparations for University open days etc.
- Working with the Associate Dean – Recruitment, Academic Partnerships Manager and Head of Department to administratively support the review annually entry qualifications to faculty awards.
- To administratively support the School activity during clearing, working closely with the Associate Dean – Recruitment, Academic Partnerships Manager and Marketing and Public Relations.
- To co-ordinate the development of marketing materials and promotional activities, working closely with the Head of Department and Associate Dean - Recruitment
- Actively supporting the School in addressing equality issues in accordance with the Public Sector Equality Duty relating to the student experience.
- To participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- Contributing to the maintenance of a safe and healthy work environment within the School.
- To undertake any other duties as requested by the member of the Senior Management Team.

Special Conditions

The role holder may be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

There will also be a requirement for the post-holder to work flexibly to cover key events, such as Open Days, which will involve weekends and evenings.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.



Person Specification

Job Title: Administrative Assistant – Recruitment (CAE16/15)

School: Creative Arts and Engineering

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

| No | Selection Criteria Description | Essential [E] or Desirable [D] | Assessed by * |
|----|--|--------------------------------|---------------|
| 1 | Educated to A- level, or with equivalent experience | E | A |
| 2 | Experience of working in an HE environment with specific knowledge of student recruitment activity | E | A |
| 3 | Experience of analysing and interpreting data to inform action plans and develop solutions | E | A/I |
| 4 | Experience of successfully leading and managing small projects and motivating staff and/or teams to achieve desired objectives | E | A/I |
| 5 | Excellent communication skills and an ability to convey relevant ideas to a range of audiences with reference to practice and experience | E | A/I |
| 6 | Demonstrable organisational and administrative skills | E | A/I |
| 7 | Excellent interpersonal and negotiating skills | E | A/I |
| 8 | A collaborative, team-oriented working style | E | A/I |
| 9 | Ability to network and form strong and successful internal and external collaborative relationships | E | A/I |
| 10 | A strong level of digital skills | E | A/I |
| 11 | Up to date knowledge of developments within the HE sector relating to student recruitment and admissions | D | A/I |

***Key**

[A] Application form

To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'

[I] Interview

To be assessed during the interview process including selection tests or presentation, as appropriate