

Job Description

Staffordshire University Services Ltd

General Details

Job title:	Administrative Assistant – Recruitment (HSC18-19)
School/Service:	Health and Social Care
Normal Workbase:	Stafford with travel to Stoke and Shrewsbury Campuses
Tenure:	Temporary Maternity Cover
Hours/FTE:	Full time, 37 hours per week
Grade/Salary:	Grade 4
Date Prepared:	May 2019

Job Purpose

- To be responsible for 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 will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

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

Variation to Job Description

The employer 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

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited (SUS Ltd) is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Services Limited (SUS Ltd) Pension Scheme

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact: Mike Phillips
mike.phillips@staffs.ac.uk

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.

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.