

Job Description

Job title	Administrative Assistant - Recruitment
School/Service	Institute of Education
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 4
FTE	37 hours per week/ 1.0 FTE
Date prepared	November 2021

Job Purpose

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

Relationships

Reporting to: Associate Dean Students

Responsible for: No line management responsibility

Main Activities

- To provide co-ordination across the Institute, under the guidance of the Associate Dean, activity concerned with recruitment of students.
- To assist with the Institute contribution to the planning of student recruitment events, working closely with Marketing and Public Relations as necessary.
- To contribute to the delivery of the Institute'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 Institute level, working with the Marketing and Public Relations to deliver these.

- To administratively support the development of Institute marketing and web material working closely with the Associate Dean, Course Directors, 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 and the Marketing and Public Relations Team, to co-ordinate and advise subject groups on preparations for University open days etc.
- Working with the Associate Dean, and Course Directors to administratively support the review annually, of entry qualifications to awards.
- To administratively support the Institute activity during clearing, working closely with the Associate Dean and Marketing and Public Relations.
- To co-ordinate the development of marketing materials and promotional activities, working closely with the Associate Dean and Course Directors
- Actively supporting the Institute 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 Institute.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

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.

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.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

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 role, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

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.