



## Job Description

<b>Job Title</b>	Administrative Assistant - Recruitment
<b>School/Service/Institute</b>	School of Digital, Technologies and Arts
<b>Normal Workbase</b>	Stoke
<b>Tenure</b>	Permanent
<b>Grade/Salary</b>	Grade 4
<b>FTE/Hours</b>	Full Time working 37 hours per week

### 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, Recruitment and Communications.
- 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:	No line management responsibility

### 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, Recruitment and Communications as necessary.
- To contribute to the delivery of the academic school widening participation activities, working in collaboration with Marketing, Recruitment and Communications.
- 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, Recruitment and Communications 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 teams.

- 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, and the Marketing, Recruitment and Communications to co-ordinate and advise subject groups on preparations for University open days etc.
- Working with the Associate Dean – Recruitment and Head of Department to administratively support the review annually entry qualifications to School courses.
- To administratively support the School activity during clearing, working closely with the Associate Dean – Recruitment.
- 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 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.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- 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.

### **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.

### **Professional Development**

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

### **Variation to Job Description**

The 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 postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the 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 applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.