

**Job Description**

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| Job Title: | Student Recruitment Assistant (Events) |
| Faculty/Professional Directorate: | UK Student Recruitment |
| Subject Group/Team | Events and Applicant Experience Team |
| Reporting to: | Student Recruitment Events Officer |
| Duration: | Continuing |
| Job Family:  | Administration |
| Pay Band: | 4 |
| Benchmark Profile: | Administrator Band 4 |
| DBS Disclosure requirement: | Yes |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

The UK Student Recruitment Service is responsible for the recruitment of all students from the UK to our Hull-based campus, including all levels of study and portfolio areas. The Service is organised into three teams: Schools and Colleges Liaison, Events and Applicant Experience, and Access and the Humber Outreach Programme.

The UK Student Recruitment Service aims to attract a diverse pool of high-quality students to apply; widen access and participation; maximise conversion opportunities through face-to-face and online engagement; and – ultimately, grow enrolments according to strategic priorities and intuitional targets.

The Events and Applicant Experience team is responsible for the delivery of all on campus student recruitment events; the University of Hull presence at all UK-based off campus student recruitment events; the conversion of final year undergraduate students to PG study; and for providing a high-quality face-to-face applicant experience whether this is on campus or online.

### Specific Duties and Responsibilities of the post

* To, with the guidance and support of the Head and Officers, support the delivery of on campus events and applicant experience.
* To ensure that data and insight relating to events and conversion activity is captured so that it can feed into evaluation work; contributing to post-event discussions about firsthand experiences whilst delivering events and activities to feed into continuous improvement.
* To be aware of health and safety and safeguarding risks and mitigations for events, ensuring compliance with all mandatory training and legal requirements.
* To liaise with colleagues across departments to ensure that Student Ambassador resource is planned and coordinated.
* To support the wider team with administrative tasks such as data entry, room bookings / events logistics, finance admin, travel arrangements and enquiries/general inbox tasks.
* To be an active and supportive citizen of the University community working collaboratively with fellow colleagues across the University to support the delivery of strategically important activity, including open/applicant days, graduation and clearing activities.
* To show an interest in HE and other government policy, and other external drivers, to develop an awareness of impact on recruitment targets and practices.
* To behave in line with equality and diversity principles.
* To perform other such duties as the UK Student Recruitment leadership and management team may from time-to-time require.

**Special Requirements:**

* A flexible approach to working will be required, including weekends and evenings.
* This role will involve UK travel, including overnight stays.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

* Roles at this level work within established processes and procedures, with minimum day to day supervision under the guidance of a team leader.
* The role holder will:
	+ Provide administrative support to staff, students and more senior colleagues. The role will involve maintaining systems and/or undertaking routine tasks that support the working of teams, processes and/ or projects.
	+ Require the relevant knowledge which may be gained through experience and on-the-job training.

**Main Work Activities**

### Communication

1. Assist in the preparation and collation of written documents for circulation
2. Take notes and produce formal minutes at meetings when required
3. Format and edit publications
4. Draft and type formal documentation
5. Compile procedural manuals and other University documentation

### Teamwork

* Under the guidance of a team leader, where necessary provide day-to-day support to other members of staff and members of staff new to the work area

### Service Delivery

* Provide administrative support to colleagues including academic and administrative staff
* Provide administrative support to specific projects as required
* General office duties which may include:
	+ Using the photocopier and fax equipment
	+ Receiving, acknowledge, distributing and posting mail
	+ Updating notice boards
	+ General filing duties
* May be required to perform reception duties

### Planning and Organisation

* Organise and represent the area and University at events
* Plan and prioritise own work activities

### Analysis/Data Inputting

* Record and analyse data as required using Microsoft Office, other software and corporate systems
* Produce reports for routine analysis
* Check departmental web presence to ensure accuracy of information
* Maintain accurate records

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience**  |  |
| Has knowledge and experience of working in an office environment covering a range of administrative tasks | **Application/Interview** |
| Can use a broad range of products from the Microsoft Office suite and have the ability to learn new systems and software | **Application/Interview** |
| Has a good general education showing clear evidence of literacy and numeracy. For example, GCSE Maths and English A-C | **Application/Interview** |

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| **Communication (Oral)**Can demonstrate the ability to exchange basic information promptly and in a courteous and effective manner to students, colleagues, line managers and external contacts. | **Application/Interview** |
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| **Communication (Written)**Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Test** |
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| **Teamwork and Motivation**Can demonstrate the ability to work effectively as part of a team. Is willing to provide cover for colleagues and acts in a supportive manner.  | **Application/Interview** |
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| Liaison and NetworkingCan demonstrate the ability to work with others outside the immediate area to ensure that accurate information is passed on promptly to the most appropriate people to improve working practices. | **Application/Interview** |
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| **Service Delivery**Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. | **Application/Interview** |
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| Planning and OrganisationCan demonstrate the ability to create realistic plans to achieve own deadlines and objectives. Monitors progress of self and/or others and can prioritise tasks/activities effectively. Suggests ways of improving working practices and use of resources. | **Application/Interview** |
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| **Initiative and Problem Solving**Can demonstrate the ability to solve standard, predictable problems in accordance with procedures and precedent. | **Application/Interview** |