

## **PLACEMENTS & INTERNATIONAL OPPORTUNITIES ADMINISTRATOR**

Job Ref: REQ171139

### **Job Description**

**Job Grade: AD4**

#### **Job Purpose**

To work within the School of Social, Political and Geographical Sciences to support the Placements & International Opportunities Officer and School Placements Director in all aspects of the placements and international opportunities process.

To provide support and guidance to students throughout the placement and international opportunities process and to support academic members of staff.

#### **Job Duties**

##### ***Placements***

To develop good relationships with students to motivate, support and advise them in preparation for gaining placements.

To support and advise students with all aspects of the application process for placements (CV's, covering letters, online applications etc.)

To identify and disseminate information about placement vacancies and communicate and update information relating to vacancies.

To support the Placements & International Opportunities Officer in the marketing and promotion of the benefits of placements to all stakeholders.

To liaise with students, university staff and company personnel in a professional manner and to respond to any enquiries.

To advise academic members of staff on placement procedures.

To administer undergraduate placement provision e.g. maintaining databases, producing reports, filing, etc.

To take the lead for communicating, promoting and marketing placements to students using creative emails, bulletins and social media, especially Twitter and Facebook.

To support students, Placements & International Opportunities Officer and Placement Director in organising and preparing placement talks/poster presentations.

To have an understanding of the University's guidance, codes of practice and procedures regarding placements and international exchanges and study abroad.

### ***International Opportunities***

To administer incoming and outgoing, Erasmus and international study abroad placements and credit bearing exchanges.

To ensure that applications, Learning Agreements, risk assessments and other required documentation is agreed by all relevant parties, in line with strict application deadlines.

In liaison with Student Administrators, to register incoming exchange students on all modules and amend as necessary before deadline.

To prepare lecture timetables for all incoming Erasmus students, to ensure that they are agreed and approved, and Learning Agreements amended as necessary.

To liaise with colleagues in the Academic Registry in respect of Erasmus funding opportunities.

To liaise with the Student Administration Managers and Academic Exchange Coordinators over induction arrangements, module option choices and the monitoring of attendance.

To be a point of contact for all queries from students prior to arrival at the University.

To be responsible for liaising with the students and their home institutions in respect of results and to provide transcripts

### ***General***

To represent the School in respect to placements and international opportunities at UCAS visit days, SSLC, placement meetings, working groups, etc. as required.

To be involved in specific placement and international opportunities projects as required.

To maintain accurate records using the relevant software i.e. Co-Tutor, Learn and social media.

To produce statistical information for the Placements and International Opportunities Officer.

To assist in the updating and production of marketing materials.

To contribute new ideas and initiatives to improve the placement process and the systems in the Placements and International Opportunities office.

To undertake general clerical duties such as photocopying, filing, binding and laminating of documents.

To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.

To ensure compliance with relevant University policies and procedures.

To undertake any training and development deemed appropriate for the position by the School Operations Manager and the Placements and International Opportunities Officer.

Provide general administrative support including committee servicing including minutes.

### **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to: Placements & International Opportunities Officer

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a busy office environment	1,3
	Experience of a customer service or a customer facing role	1,3
	Experience of working with and providing guidance and support to students or young people	1,3
	Experience of maintaining accurate electronic records	1,3
	Experience of using social network sites including Twitter and Facebook	1,3
Skills and abilities	Ability to effectively communicate and manage cultural differences.	1
	Flexibility and the ability to adapt to a changing work environment	1,3
	Proven ability to work as part of a team	1,3
	Ability to take initiative and organise and prioritise own workload	1,3
	Excellent communications skills – able to communicate effectively and professionally with various stakeholders e.g. students, University staff and external organisations	1,2,3
	Able to work under pressure and meet competing deadlines	1,3
	Ability to quickly develop rapport with others and to empathise with students from different backgrounds	1,3
	Able to work with accuracy and attention to detail	1,2,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management	1,2,3
	Excellent level of written and spoken English	1,2,3
	Ability to show discretion, sensitivity and maintain strict confidentiality	1,3
Training	Demonstrate evidence of having undertaken further training	1
Qualifications	A Level education or equivalent	1
	GCSE Grade C or equivalent in English and Mathematics	1

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1,3
	Experience of Loughborough University administrative procedures	1,3
	Experience of Loughborough specific systems and procedures	1,3
	Experience of placements/recruitment/careers and/or international exchange/Erasmus schemes	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg LUSI, Agresso, Co-Tutor, LEARN and CMIS	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc.	1,3

### Conditions of Service

The position is full-time and open-ended. Salary will be on Administrative Services Grade 4, £19,850 to £23,557 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

### Informal Enquiries

Informal enquiries should be made to Sarah Lafferty, Placements & International Opportunities Officer by email at [s.lafferty@lboro.ac.uk](mailto:s.lafferty@lboro.ac.uk)

### Applications

The closing date for receipt of applications is **1 January 2018**. Interviews will be held on **16 January 2018**.