

## **JOB TITLE** Placements Intern

**Job Ref:** REQ230263

### **Job Description**

**Job Grade** Administrative Services Grade 3

**Job Purpose** To assist the Placements Team in all aspects of the placement process and to help the Placements Team maintain and develop close links with external companies.

### **Job Duties**

- Communicating, promoting and marketing placement opportunities to students, using creative emails, bulletins and social media (Twitter, LinkedIn etc.)
- Contributing to the development and content of social media.
- To research new placement opportunities.
- To gather and disseminate information about placement vacancies. To communicate and update information relating to vacancies, and to manage vacancies using TARGETconnect.
- To create and distribute regular newsletters, information bulletins, and other relevant promotional material to students.
- To contribute new ideas and initiatives to improve the placement process and the systems in the Placements Office.
- To develop good relationships with second year students in order to advise, guide, motivate and support them in gaining placements.
- To assist students with the application process for placements, giving help with CVs, covering letters and online applications; and to monitor student applications (training will be given).
- To assist in the organisation and hosting of company visits, interviews, etc, including scheduling, booking rooms, hiring and ordering equipment, liaising with employers, etc.
- To assist in the planning, organization and running of placement recruitment events.
- To liaise with students, university staff and company personnel in a professional manner, and to respond to any queries.
- To provide excellent customer service, giving advice and guidance to current and prospective employers, promoting and marketing the benefits of placements.
- To liaise with students on placement being a first point of contact and ensuring any issues are dealt with appropriately and efficiently.
- To maintain, update and evaluate information using Co-Tutor.
- Administrative duties typical of a busy office, e.g. maintaining spreadsheets, Co-Tutor, etc.
- To be involved in specific placements related projects as required.
- To be involved in other Wolfson School events, such as Visit Days and Mock Assessment Centres.

- To undertake appropriate training, consistent with the needs and aspirations of the postholder and the Wolfson School.
- To undertake other duties commensurate with the nature and grade of the post.

### **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**

There may be occasions when the post holder will be required to work outside of normal office hours to attend recruitment events or meetings.

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: Wolfson Placements 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 at interview
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	A demonstrated interest in marketing including some experience of using social media.	1,3
Skills and abilities	Very good communication skills (verbal and written) – able to communicate appropriately and professionally with students, university staff and company personnel.	1,2,3
	Ability to quickly develop rapport with others and to empathise with, and understand, second year students from all backgrounds.	1,2,3
	Ability to generate ideas and willingness to contribute to marketing and social media.	1,3
	Enthusiastic and positive 'can do' attitude.	1,3
	Ability to work as part of a team.	1,2,3
	Ability to take initiative, and organize and prioritize own workload.	1,2,3
	Ability to work accurately and with attention to detail, whilst working to tight deadlines and with conflicting priorities.	1,2,3
	Excellent level of written and spoken English.	1,2,3
	Good IT skills including Word, Excel, Outlook and use of the internet.	1,3
Training	A commitment to personal development and a willingness to learn new procedures as required.	1,3
Qualifications	In second year of degree programme	1
Other	Discretion, sensitivity and ability to maintain strict confidentiality.	1,3
	Commitment to observing the University's Equal Opportunities policy at all times.	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of a customer service or a customer facing role.	1,3
	Experienced and active user of social network sites such as Facebook/ Twitter.	1,3
	Experience and understanding of marketing.	1,2,3

	Experience of planning and/or delivering events.	1,3
Skills and abilities	Desire to help others achieve their goals. An interest in recruitment/careers/placement/HR activity.	1,3
Qualifications		

## Conditions of Service

The position is a full-time undergraduate placement role until 12<sup>th</sup> July 2024. Salary will be on Administrative, Grade 3, with the 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 Academic and Related staff/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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/>