

STUDENT RECRUITMENT INTERN

Job Ref: REQ240532

This vacancy is only available to recent Loughborough University graduates.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Administrative Services Grade 3 (Intern)

Job Purpose

To represent the University at UCAS, HE and Careers fairs in schools across the country to raise awareness of Loughborough in the external marketplace, and be involved in a wide range of student recruitment events and activities to reach the widest possible range of potential students, including disadvantaged and widening participation students.

Job Duties

Student Recruitment and Outreach:

- To attend HE fairs (e.g. in schools and colleges, UCAS) nationally and ensure all relevant logistics are in place
- To provide support for a wide range of recruitment and outreach initiatives, both on and off campus, that raise awareness of HE and/or enrich understanding of a specific subject area
- To support the creation of materials for prospective students and their advisers about research and applying to university, as well as studying at Loughborough
- To assist in evaluating and reviewing events and activities to ensure they are in line with the University's strategy
- To support with data inputting to ensure the tracking and monitoring of student recruitment and outreach events and activities
- To proactively support other recruitment and outreach related activities, including University Open Days

General administration:

- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include supporting students and parents, teachers and advisors, external organisations and other University Colleagues
- To provide cover and support 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 this post
- To ensure compliance with relevant University policies and procedures
- To undertake any training and development deemed appropriate for the position by the Assistant Head of Future Students and Marketing Operations (School and College Liaison) and the relevant line manager

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

This post is likely to involve some out of office hours, e.g. weekends and evenings.

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.

The post holder will require a DBS enhanced certificate obtained through the University.

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.

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 successfully as part of a team	1,3
	Experience of delivering presentations and/or developing content	1,2,3
Skills and abilities	Effective communicator (written and verbal) to a range of audiences	1,2,3
	A proactive, innovative and enthusiastic approach	1,3
	Good organisational and planning skills	1,3
	Good prioritisation and time management skills	1,3
	Tact, diplomacy and an empathetic manner	1,3
	Excellent attention to detail	1,3
Training	Adopt new procedures as and when required	1,3
Qualifications	Undergraduate degree or equivalent, studied at Loughborough University	1,3
Other	Willingness to work flexibly and to work out of hours where required	1,3
	Willingness to travel across the UK	1,3
	Licensed to drive in the UK	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience working with young people	1,3
	Experience of working independently to deliver a project or outcome	1,3
Skills and abilities	Awareness/knowledge of Higher Education issues	1,2,3

Conditions of Service

The position is full time and fixed term until 31 August 2025. Salary will be on Administrative Services Grade 3 (Intern), £22,011 per annum.

The appointment will be subject to the University's normal Terms and Conditions of Employment for staff grades 1-5, 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/>