

PLACEMENTS INTERN

Job Ref: REQ260243

Job Description

Job Family and 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 (Instagram and LinkedIn).
- Contributing to the development and content of social media.
- 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 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 research new placement opportunities.
- To gather and disseminate information about placement vacancies. To communicate and update information relating to vacancies, and to manage the vacancies database.
- 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 the placement databases.
- Administrative duties typical of a busy office, e.g. maintaining a database, analysing statistics, producing reports, filing, 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 outlined in the document.

Organisational Responsibility

Reports to the: Wolfson Placements Coordinator

Direct Reports: N/A

Budget Responsibilities: N/A

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at 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 at Loughborough University	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: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Experience of customer service or a customer facing role.	1,3
	Experienced and active user of social network sites such as Instagram and LinkedIn.	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.	1,3
	An interest in recruitment/careers/placement/HR activity.	1,3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Uphold and actively contribute to the [University's commitment to Equity, Diversity, and Inclusion](#), ensuring that all duties are carried out in alignment with this.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.