

## Student Employer Engagement Vacancy Assistant

Job Ref: REQ260355

### Student Services summary:

Loughborough University is highly regarded for the quality of careers, employability and enterprise support provided to students and graduates. Our Careers Network (CN) sits with the Students Services department and provides a wide range of advice, guidance and support services and events and activities for students, graduates and other stakeholders including a wide range of employer partners.

Student Services encompasses a wide range of support and skills development opportunities available for students and graduates at Loughborough. This includes Careers Advice, Student and Graduate Enterprise, Wellbeing Support, Student Advice and Guidance, Student Life, the Wardens Service and Security. In total, the department employs around 180 staff. Student Services and the Careers Network is at the heart of enabling the University's strategic ambition to provide all students with a life-shaping student experience and the support required to maximise their graduate outcomes.

### Job Description

**Job Family and Grade:** Administrative Services Grade 2

#### Job Purpose

To provide support to the Careers Network Team through the provision of efficient and accurate vacancy processing within the Target Connect system.

#### Job Duties

- Entering, editing, and approving graduate, placement, internship, volunteering, and part time vacancies onto the Target Connect database.
- Reviewing, via a Due Diligence process, and approving employer account requests on to Target Connect platform.
- Dealing professionally, respectfully, courteously, and effectively with initial enquiries from employers.
- Any other additional duties as directed by the Careers Network HR Team.

#### 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: Work Opportunities Projects Officer, Work Opportunities and Events Team in Careers Network.

## 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	Experience of working as part of a team	1,3
	Experience of customer care	1,3
Skills and abilities	Able to process and information accurately with attention to detail	1,3
	A professional, positive, manner with a focus on good customer service	1,3
	Ability to work confidentially	1,3
	Confidence to work independently and make decisions with minimal supervision	1,3
	Self-motivated, driven, able to work under pressure	1,3
	Excellent IT skills, including Outlook, Word, Excel and database systems	1,3
	Able to contribute effectively in a team	1,3
	Flexible approach to working hours	1,3
	Ability to identify and escalate queries of concern to the Work Opportunities Projects Officer	1,3
Training	Willingness to undertake training as required	1,3
Other	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion	1

### Desirable Criteria:

Area	Criteria	Stage
Experience	Experience of using Target Connect	1,3
	Previous administration experience	1,3

## Conditions of Service

The position is zero hours for 30 weeks running from the September 2026 - March 2027. Salary will be on Administrative Grade 2 at an hourly rate of £15.21 (includes holiday pay).

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

Hours are flexible Monday to Friday daytime and will be by agreement with the individual to work round commitments such as lectures and exams. It is likely that the work pattern will vary throughout the academic year, with more hours required in the autumn and spring, but less hours outside the exam period. Work will be carried out remotely in line with the Universities Dynamic working policies.

## 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.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

## 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.