Department of Marketing and Advancement

STUDENT RECRUITMENT INTERN

Job Ref: REQ260364

This vacancy is only available to Loughborough University students wishing to complete a year in industry or recent Loughborough University graduates.

School/Department summary:

Marketing and Advancement is an award-winning team spanning marketing, communications, web and digital, student recruitment, outreach, market research, international recruitment, creative services and print, and philanthropy and alumni relations.

Job Description

Job Family and Grade: Administrative Services Grade 3 (Intern)

Job Purpose

To represent Loughborough 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 varied range of student recruitment events and activities to reach the widest possible range of potential students, including disadvantaged and widening participation students.

Job Duties

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Student Recruitment and Outreach:

- To attend HE fairs (e.g. in schools and colleges, UCAS) to represent Loughborough University 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, and Confirmation and Clearing.

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

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- 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 outlined in the document.

Organisational Responsibility

Reports to the: Recruitment Projects Manager
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	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 OR in the process of completing an undergraduate degree 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
Other	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3

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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 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 31st August 2027. Salary will be on Administrative Services Grade 3 (Intern), £23,350 per annum.

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.
- 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.

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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.

Disclosure and Barring Service Check: This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for a Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

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.

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