

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: UK Student Recruitment Administrator	Accountable to: Student Recruitment Manager	
Contract Length: Permanent	Hours per week/FTE: 35	Weeks per year: 52
Salary: £28,274 - £34,515	Grade: 3	
College/Service: SMR	Location: High Holborn	

Purpose of Role:

The post holder will work closely with the Student Recruitment Manager, Head of UK Student Recruitment and other members of the UK Student Recruitment team to coordinate and support delivery of the annual UK student recruitment activity schedule, across the full range of activities undertaken during the UK recruitment cycle (fairs/exhibitions, workshops, seminars, school visits and portfolio reviews). The post holder will be required to coordinate all logistical support for this schedule, including travel booking, event booking, accommodation and courier requirements.

The role will require effective communication with a wide range of colleagues across UAL including UK recruitment team members, academic staff, marketing and admissions staff and with external stakeholders. Excellent organisational skills will be required to ensure that the activity plan is accurate and up to date and that the logistical arrangements required to support the plan are in place. Initiative, the ability to problem solve and strong time management skills will be essential.

Duties and Responsibilities

- To work collaboratively with the UK Student Recruitment team and other colleagues to coordinate and support delivery of the annual UK student recruitment activity schedule, including: travel and accommodation booking; event bookings and courier services.
- To ensure the annual UK recruitment activity schedule is effectively maintained and updated during the recruitment cycle.
- To maintain an overview of upcoming recruitment fairs and liaise with the UK recruitment team to ensure event bookings are completed in line with booking deadlines.
- To provide administrative support to the UK Student Recruitment team, including making travel and accommodation bookings as required; processing expenses and completing other tasks such as updating contact databases accurately and recording visit details.
- To prepare detailed visit itineraries for academic and professional staff undertaking recruitment visits, including comprehensive information on travel, accommodation, travel safety information, insurance and documentation covering emergency procedures.
- To support ongoing liaison and relationship management with academic and professional staff undertaking recruitment activity to support the smooth delivery of the annual UK recruitment activity schedule.
- To work as part of an administrative team, including providing general administrative support and telephone cover.
- To support the UK Student Recruitment team with administrative processes when booking Student Ambassadors through our in-house recruitment team, Artstemp.
- To manage and accurately log the UK Student Recruitment teams equipment use e.g. recruitment banners, iPads and tablecloths.
- To assist with the co-ordination and administration of wider departmental projects as required.
- To communicate effectively via phone and/or email with external stakeholders i.e. freight

providers, travel agents and suppliers.

- To provide organisational and administrative support, with technical support from IT services, for the UK Student Recruitment team's video conferencing interview schedules (WebEx, Skype, Office 365).
- To ensure that travel and other logistical costs are accurately allocated to the appropriate budget code on the University's finance system.
- To use the finance system, in line with the University's financial policies, to raise requisitions and support prompt payment of invoices relating to UK recruitment-related expenditure.
- To participate in recruitment fairs/corporate events as appropriate in agreement with the Head of Student Recruitment and Student Recruitment Manager.
- To support the team with updating risk assessments for staff travel as required.

General

- To perform such duties consistent with your role as may from time to time be assigned to you from anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Reporting to Student Recruitment Manager (UK)
- Members of the UK Student Recruitment team
- Colleagues across the Student Marketing and Recruitment Department
- College Communication, Marketing and External Affairs teams
- College International Offices and academic international recruiters
- College Admissions Tutors
- Admissions teams

Specific Management Responsibilities

Budgets: None.

Staff: None

Other (e.g. accommodation; equipment): equipment e.g. team iPads, banners etc

Signed _____ Date of last review _____

(Recruiting Manager)

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> Level 3 qualification or above
Relevant Experience	<ul style="list-style-type: none"> Experience of working collaboratively with other peers/teams to ensure the delivery of an effective project Experience of co-ordinating logistics around travel, e.g. booking travel/accommodation, freight/courier services Experience of using finance systems to process invoices, report on expenditure and answer queries relating to payments Experience of using administrative systems (e.g. Outlook, Microsoft Excel, Microsoft Word) Experience of providing administrative support within a professional setting Experience of using strong interpersonal skills to build internal and external networks and develop highly effective working relationships Experience of using strong organisational skills to prioritise and deliver a varied workload Experience of carrying out appropriate enquiries to establish facts, identifying and using a range of sources and types of data, and of producing full and accurate reports and/or accounts of situations
Communication Skills	<ul style="list-style-type: none"> Communicates effectively orally, in writing and/or using visual media
Planning and Managing Resources	<ul style="list-style-type: none"> Plans, prioritises and organises work to achieve objectives on time
Teamwork	<ul style="list-style-type: none"> Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	<ul style="list-style-type: none"> Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> Uses initiative or creativity to resolve problems