

JOB DESCRIPTION

Job Title: Student Employment Administrator (ArtsTemps) **Accountable to:** Student Employment Coordinator

Contract Length: 1 Year

Hours per week/FTE: 35 hours

Weeks per year: AYR

Salary: £24,563.00 - £28,839.00

Grade: 2

College/Service: Careers & Employability

Location: High Holborn

Purpose of Role:

ArtsTemps is the internal recruitment agency to promote temporary and permanent job opportunities from within the University and external employers to UAL students and graduates. ArtsTemps is part of Careers and Employability (C&E) which in turn is part of Academic Development Services (ADS) at UAL. The University values and supports the benefits that temporary work can bring to students in terms of additional income and through the development of enterprise and employability skills gained through temporary work experience.

The post-holder will be an integral member of the team, supporting the Student Employment Team with a number of operational activities. This is an opportunity for a motivated and organised individual to significantly contribute to the success of the student employability services.

Duties and Responsibilities

- To coordinate general right to work, employment administration related paperwork for the ArtsTemps service, including checking right to work documents, sending and chasing references, formatting CVs to send to managers,
- To perform capability interviews, skilling students and graduates according to their experiences and competencies
- Hold one-to-one capability meetings with temps who are unable to find work, signposting them to Employability Practitioners, mentoring, coaching or training as required; providing them with feedback and information as required.
- Processing applications, arranging registration interviews, formatting letters and sending out email confirmations of appointments or confirmations of assignments.
- Regularly maintaining and updating the database of students and graduates looking for work, coordinating with team members to ensure the database adheres to employment law, UAL policies, ArtsTemps procedures and all personal information is uploaded correctly.
- To keep track of the number of students awaiting their registration interview and keep the team updated in changes i.e. fluctuations, interview no shows and reschedules etc.
- Assist with the inputting of student right to work related data and collecting end of month registration data for the team.
- Work to support the employability team to process temp booking requests as and when they are requested from UAL managers.
- Place temps into roles and ensure they receive an assignment of confirmation email, timesheets and send a confirmation emails to the hiring manager.
- Responding to relevant correspondence as required, whilst ensuring confidentiality is maintained at all times
- Work collaboratively with colleagues in the C&E team to ensure the seamless provision and customer service to students and graduates when contacting C&E.
- To provide occasion administrative staffing cover for C&E Creative Opportunities job website.

General:

- To perform such duties consistent with your role as may from time to time be assigned to you 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, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- 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.

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Specific Management Responsibilities

Budgets:

Staff:

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

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Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none">• Skills in using IT systems/ applications/ databases such as managing/ maintaining records, bookings etc.• Familiar with content management systems databases
Relevant Experience	<ul style="list-style-type: none">• Experience in providing administrative support to a team preferably in an academic environment• Experience of dealing sensitively with a wide range of enquiries and a diversity of needs• Experience of managing sensitive information in a secure environment.
Communication Skills	<ul style="list-style-type: none">• Communicates effectively orally and in writing• Has excellent spelling and grammar
Planning and Managing Resources	<ul style="list-style-type: none">• Plans, prioritises and organises work to achieve objectives on time• Experience of diary management
Teamwork	<ul style="list-style-type: none">• Works collaboratively in a team
Student Experience or Customer Service	<ul style="list-style-type: none">• Provides a positive and responsive student or customer service.• Managing student expectations
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none">• Uses initiative or creativity to resolve day-to-day-problems