

Appointment details

International Placements Coordinator

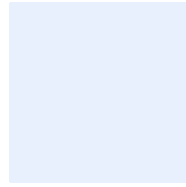
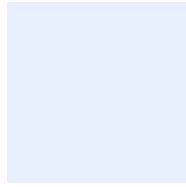
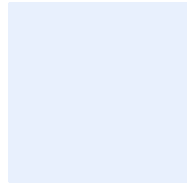
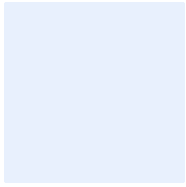
Fixed term until 31st October 2014



Closing date

7 November 2013

Ref: R130363



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▶ About Aston University

At a time of significant change within the Higher Education sector, with more emphasis being placed on widening participation, graduate employment, the student experience and the impact of research on society, Aston looks forward to the future with confidence.

Aston's vision is to be the UK's leading University for business, enterprise and the professions, where original research has a positive impact on the world around us. Aston's strategy 'Forward to 2020' describes Aston as a top research-led international University renowned for developing future leaders of business and the professions.

We already 'punch above our weight' and have high, yet realistic, aspirations for 2020 that include:

- ▶ Ranked within the top 1% of universities in the world, and consistently in the Top 20 in the UK
- ▶ In the Top 5 for Graduate Employability in the UK and Top 40 worldwide
- ▶ Focussed on the needs of business and the professions, with all Aston undergraduate students taking part in integrated work experience
- ▶ Carrying out world class research that leads to the creation of practical and applicable solutions for the challenges of the future, and

contributes to the development of research leaders and entrepreneurs

- ▶ Providing an inspiring, challenge-based education for students, equipping them to develop into global citizens, with the skills, knowledge and confidence they will need to achieve their goals and reach their full life potential
- ▶ Engaging with our community and city, recruiting students with talent regardless of income and background, and partnering with business, the professions and the public sector
- ▶ Putting sustainability at the centre of all we do, ensuring that Aston is one of the greenest and most sustainable of all UK universities, in the Top 5 of the People and Planet League.

Students are at the heart of everything we do within Aston's small and friendly community – in the way we think and in the way we act. The student experience is distinctive and unique at Aston because it is built and lived by students and staff as equal partners in the relationship. Our students are engaged in all aspects of their academic and social lives at Aston; our staff are genuinely interested in their students, their success and their welfare, and are universally approachable and friendly.



Welcome from Professor Helen Higson

Dear applicant

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

I believe that Aston is very well positioned for an unpredictable future. Our vision 'Employable Graduates; Exploitable Research' not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston's continuing success.

H. E. Higson

Professor Helen Higson
Deputy Vice-Chancellor



► Job description

To facilitate and support increasing demand for international placements (study and work) from students and employers. The International Placements Team (IPT) is responsible for creating and managing international placements for Aston students. Your contribution to the Aston 2020 strategic objectives will be to support students on an overseas placement before, during and after placement, whilst supporting the administration of Erasmus. Reporting to the International Placements Manager you are responsible for placement administration, student support and Erasmus.

Responsibilities

Student Support

- ▶ In conjunction with colleagues in the UK Student Placement Team you will offer training and support to students seeking international work and study placements. You will coach students through the introduction, application process and interviews for international placements answering volume student queries throughout the academic year.
- ▶ Support the matching/recruitment of students to placements, maintain communication with students and using designated systems and processes you will administer the recruitment process for international placements.
- ▶ On securing a placement, ensure each student receives an up to date placement pre-departure briefing and intercultural awareness information, including health and safety. You will ensure students are aware of the placement handbook available on the placement module on Blackboard.
- ▶ Whilst students are on placement you will ensure their welfare is managed appropriately and where problems arise you will work with the wider team to find the best solution for the student/s and employer. You will escalate as appropriate to the International Placements Manager.
- ▶ Organise and regularly deliver student briefings, workshops, presentations and employer events. The design and delivery of placement and employability presentations is an essential part of the role.
- ▶ Working alongside the wider Placements Team, create a suite of promotional/marketing tools to promote via social media and other channels. Promote the concept of international placements amongst students, and raise demand, supporting the objective of 100% placement uptake by 2020.



Erasmus Programme

- ▶ Support the day to day administration of the ERASMUS programme.
- ▶ Support the maintenance of a document library for Erasmus paperwork and keep accurate financial records for Erasmus related activities i.e. monthly payments and interim reports. Maintain student information electronically, on the website or in hard copy e.g. student e-files.
- ▶ Promote Erasmus placements to students at Placement Sessions, Open Days and Career Fairs locally and nationally.
- ▶ Support the prompt implementation of any changes to the Erasmus programme. Work in collaboration with the Erasmus Assistant you will ensure accuracy of records and meeting of deadlines, including those set by the Erasmus National Agency (British Council).
- ▶ You will support maintaining a shared database of student applications, providing regular reports on numbers of placements, quality and status, types and locations.
- ▶ Work within and ensure compliance with relevant Data Protection, Health and Safety, Equal Opportunities and other relevant employment related legislation.
- ▶ You will undertake any other duties as required by the Director of Employability.

► Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> Educated to A level or equivalent experience in a similar level and type of role 	Application Form
Experience	<ul style="list-style-type: none"> Substantial experience in an administration role Experience of delivering excellent customer service to diverse stakeholders Experience of setting up new processes and systems Experience of supporting customers remotely and face to face Experience administering the Erasmus Programme for outgoing student mobility? 	Application Form Application form and Interview Application form and Interview Application form and Interview Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> Excellent IT skills: MS Office suite, CRM packages, online content management, Virtual Learning Environments An interest in keeping skills up to date Fluency in at least one foreign language Knowledge and sensitivity towards diversity issues and a natural affinity with students 	Application Form Interview Application Form Interview
	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> Degree Formal training relating to any aspect of the role 	Application Form Application Form
Experience	<ul style="list-style-type: none"> Previously supported a marketing, sales and/or recruitment function Demonstrable international element in previous work experience 	Application Form and Interview Application Form and Interview
Aptitudes and Skills	<ul style="list-style-type: none"> Understanding of international recruitment processes 	Application Form and Interview

► Salary & benefits

This post is offered on a fixed term basis until 31st October 2014. The appointment is Grade 6 and the salary range for this grade is £20,764 - £22,700 per annum.

Working pattern	Hours of work average 36.5 per week.
Holiday entitlement	25 days per annum, in addition to 13 days public and university holidays.
Pension	Eligible staff are offered a defined benefit pension with the Aston University Pension Scheme.
Contribution pay	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.
Relocation	Newly-appointed staff are required to establish their homes within reasonable daily travelling distance to and from the University. The University operates a relocation scheme to assist newly-appointed staff in meeting this requirement.

Visit our website: aston.ac.uk/hr for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

► How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have access to the internet telephone 0121-204-4500 and leave your name and address quoting the reference number R130363.

Closing date for applications 7th November 2013

Interview date 15th November 2013

Please contact Carolina Salinas, International Placements Manager, for an informal discussion about the role.
Tel: +44(0) 121 204 3211 Email: c.salinas@aston.ac.uk

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Anne-Marie Lokwiya
HR Advisor
+44 (0) 121 204 5385
a.lokwiya@aston.ac.uk

Lesley Pitt
HR Administrator
+44 (0) 121 204 4860
l.pitt@aston.ac.uk

► Outline terms and conditions of the appointment

Qualifications	Successful candidates will be required to produce evidence of their qualifications upon joining the University
Medical examination	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
Eligibility to work in the UK	<p>Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.</p> <p>Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the points-based calculator on the UK Border & Immigration Agency (UKBA) website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.</p>
Document checks	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the UK Border Agency website .
Equal opportunities	<p>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
Data Protection Act 1998	<p>Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.</p> <p>Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</p>
Disclosure and Barring Service (DBS)	Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr.



Aston University
Employable Graduates
Exploitable Research

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www.aston.ac.uk

