

Candidate Brief

International Student Recruitment Coordinator (fixed term, 12 months)

Reference: R180445

Salary: £19,730 - £22,017 per annum

Contract Type: fixed term

Closing Date: 23.59 p.m. BST
Sunday 28th October 2018

Interview Date: 12th November 2018

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

- To support in the delivery of Aston's UK-based international student recruitment strategy, by providing excellent customer service to students, parents and recruitment partners
- To support the development of International Alumni for recruitment purposes, working in close coordination with Aston's Alumni team
- To provide organizational support for key international recruitment events and activities, both on and off campus.
- To maintain up-to-date records of key UK International channel partners, both for admissions purposes and promotional activity

Main Duties/Responsibilities:

1. Support the International Recruitment Officer in the implementation of the UK International recruitment strategy, delivering to ambitious growth targets
2. Provide excellent customer service and support to Aston's network of UK-based agents, international pathway providers, feeder schools and colleges and other sources of UK International student recruitment
3. Provide excellent customer service and support to international students and their parents, both face-to-face and through e-mail, newsletters and social media, effectively articulating the value of the Aston University experience and an Aston degree to these different audiences
4. Attend and/or assist with the organization of education fairs, events, school open days and other international student recruitment events and activities around the UK
5. Support the International Student Recruitment Officer in the organization and delivery of on campus events and tours for key international recruitment channel partners and groups of students
6. Work in collaboration with the International Development team to provide excellent Aston introductory experiences for students studying on Aston's partner pathway programmes, aiding in conversion of students from these partners
7. Implement recruitment campaigns to support the retention of international students completing programmes at Aston
8. Provide administrative and organizational support to key International Recruitment events and activities; including the Aston Agent Conference and other recruitment focused events and activities.
9. Work in coordination with Aston's Alumni Office to develop a network of alumni ambassadors globally to support international recruitment activities
10. Maintain a database of recognized external university pathways programmes (English Pre-Sessional / International Foundation Programmes / Pre-master's / Diplomas) to support the University's Admissions teams in assessing applications from this channel
11. Maintain a school counsellors, international school and feeder colleges database and assist in the production of regularly newsletters to support recruitment growth from this channel
12. Assist in the organization of an annual Scholarship Students' Reception
13. Provide support to the International Student Recruitment Officer in any tasks which may arise related to the development of UK International Recruitment and channel partner management

Other activities

- Liaise with staff in Schools to ensure synergies and good collaborative relationships between the Recruitment team and schools, and involve academics in the UK international recruitment activity where appropriate.
- Collaborate with University Marketing to ensure the appropriate marketing collateral and promotional material is available to support the UK international activity.

The post will require travel within the UK and will involve working weekends and evening. This may at times clash with traditional holiday periods. The post may be required to provide cover for international recruitment activity on an ad hoc basis.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Educated to A level or equivalent or experience in a similar level and type of role.	Application form
Experience	<p>Experience in a similar role including experience in managing agents and in engaging in recruitment activity.</p> <p>Experience of delivering excellent customer service through advice and guidance to diverse stakeholders, including supporting customers remotely and face to face.</p> <p>Proven administration skills including co-ordination of recruitment processes.</p>	Application form, interview
Aptitude and skills	<p>Understanding of strategy and what it means to work to targets.</p> <p>Excellent attention to detail and accuracy.</p> <p>A strong team worker as well as a self-starter who takes initiative and delivers solutions to problems.</p> <p>Excellent verbal and written communication skills.</p> <p>The will and ability to work co-operatively with others and to share ideas.</p> <p>Prioritises workload in order to meet deadlines.</p> <p>A flexible and collaborative approach with the ability to manage unpredictability.</p> <p>Able to convey information in an understandable and engaging manner; both verbally and in writing.</p>	Application form, interview

	Essential	Method of assessment
	<p>Good IT skills, including advanced use of Microsoft Office applications e.g. Word, Excel, PowerPoint and Outlook.</p> <p>The ability to communicate clearly, concisely and confidently with people, both in writing and speaking.</p> <p>Excellent organisation and time-management skills.</p>	
Other	Prepared to travel through the UK and work weekends/ unsociable hours.	Interview

	Desirable	Method of assessment
Education and qualifications	Educated a degree level (or equivalent) and/or have equivalent experience.	Application form
Experience	Ability to speak one or more foreign languages	Application form,, interview

How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59 pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:

Name: Hristina Dimova

Job Title: International Recruitment Administrator

Tel: 0121 204 4480

Email: h.dimova1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website www.aston.ac.uk/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

Benefits: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

Working in Birmingham: <http://www.aston.ac.uk/birmingham/city-living/>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: 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.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student 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.

An Equal Opportunities Monitoring Form is included within the application form.

Data Protection Act 1998: 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.

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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name. Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr

