

Candidate Brief

Student Recruitment Assistant

Reference: R190215

Salary: £22,659 to £24,771 per annum [Grade 6]

Contract Type: Fixed term (6 months)

Basis: Full Time

Closing Date: 23.59 hours BST on
Friday 19 July 2019

Interview Date: To be confirmed

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Responsibilities

- ▶ Liaise with the Student Recruitment Officer on the co-ordination of the Student Ambassador Scheme. Duties include recruitment and training of ambassadors, recruiting ambassadors to certain jobs, registration, briefing, management of ambassadors at key events and processing payments.
- ▶ Support the Student Recruitment Officers with their enrichment activities and events including any administrative and preparation support that is required prior to and during the event.
- ▶ Attend Careers/HE Fairs and Options Evenings at local schools, colleges and academies with a promotional stand and prospectuses to promote and raise the awareness of Aston University to students, teachers and parents.
- ▶ Contribute to and support the Student Recruitment Team with our large scale on campus events. These include Open Days, Applicant Visit Days and our annual Teacher and Advisers Conference.
- ▶ Provide talks at on and off campus events on subjects such as student finance, UCAS and personal statements, the benefits of higher education and any other required talks.
- ▶ Provide general enquiry support for the Student Recruitment and Outreach Office responding to undergraduate telephone and email enquiries, booking systems and data entry and reporting.
- ▶ Helping collate budget costs for the Student Recruitment Officers, where necessary raise charges for schools and colleges and raising for inter departmental transfers and requisitions where necessary.
- ▶ Assist with the provision of training and support where necessary to new staff members.
- ▶ To fulfil any other duties as appropriate for the role.

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	<ul style="list-style-type: none"> Educated to degree level or have an equivalent qualification DBS clearance 	Application form
Experience	<ul style="list-style-type: none"> Experience of working in an office environment Confident public speaker with experience of delivering presentations 	Application form, Interview
Aptitude and skills	<ul style="list-style-type: none"> Excellent administrative, organisations and time management skills High level of IT proficiency, particularly with Microsoft Office (Word, Excel, PowerPoint) Excellent written and verbal communication skills and telephone manner Ability to plan and prioritise workloads and the ability to work to deadlines and on own initiative Able to work productively and flexibly as part of a team An understanding of working with young people and vulnerable adults and issues relating to safeguarding 	Application form, Interview
Other	<ul style="list-style-type: none"> Flexibility to work evenings and occasional weekends Full UK driving licence 	Application form

	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> Previous experience of working within 13-19 education, further education or higher education in a recruitment or schools liaison setting Experience of supporting/organising recruitment and enrichment activities Experience of working in a customer facing role 	Application form, Interview

	<ul style="list-style-type: none"> • Experience of organising and delivering projects • Experience of using web and social media to communicate events and activities 	
Aptitude and skills	<ul style="list-style-type: none"> • An awareness of and empathy with the Widening Participation agenda and the University's obligations via its Access Agreement 	Interview

How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59pm 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: Rebecca Joyce
Job Title: Head of Student Recruitment and Outreach
Tel: 0121 204 4794
Email: r.joyce@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 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.

Data Protection Act 1998: Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <http://www.aston.ac.uk/data-protection>. 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.



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