



Student Development Officer (2 Positions)

Reference: R220288

Salary: £27,116 to £32,344, per annum. Grade 7, depending on experience

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

To provide comprehensive administrative support for the employability and international aspects of Postgraduate Programmes within the College of Business and Social Sciences including the Study Abroad and Work Experience Streams of the MSc Aston Global Advantage Professional Development Programme.

Acts as first point of contact for external organisations and partner institutions involved in the provision of work experience and study abroad opportunities for Postgraduate students.

Provides administrative support for students joining BSS Postgraduate Programmes through articulations, student exchanges and other collaborative agreements with partner institutions.

Main Duties and Responsibilities:

EMPLOYABILITY RESPONSIBILITIES:

- ▶ Manages the application processes for students registering for the Work Experience stream of the Aston Global Advantage (Stream 2). Ensures that the necessary paperwork is received and recorded appropriately for students undertaking Stream 2 (application form, Placement Agreement form, Health and Safety checklist) for the purposes of safeguarding and as part of the MAP approval process. Undertakes health & safety checks, employer verifications and risk assessments in the case of international mobilities.
- ▶ Provides Information sessions to students on the application process for Stream 2 and guides students through the application process via drop in sessions.
- ▶ Manages the administrative processes for the various initiatives available to students as part of Stream 2 Work experience including Aston Business Clinic, the Virtual Internships Programme. Acts as main point of contact for external organisations wishing to participate in Aston Business Clinic and for the external provider of the Virtual Internships Programme.
- ▶ Manages the processes to support the allocation of placement bursaries for students undertaking unpaid placements with eligible organisations (those that meet the UND sustainability development goals).
- ▶ Supports Business Engagement events including logistics, platforms, advertising and registration including the 'Our Common Future' Sustainability Conference, the 'World of Work' week, Guest lectures and AGA Workshops. Responsible for payments to Guest Lecturers and other external contributors.
- ▶ Manages the administrative support and processes of the Module Partnership Programme. Acts as first point of contact for external organisations participating in the Module Partnership Programme.
- ▶ Works with the PG Exams and Assessments team to track the progression of students on Stream 2, to ensure submission deadlines and end-dates are correctly recorded on SITS.

- ▶ Updates the VLE with information relating to Work Experience opportunities and sends announcements to students.
- ▶ Produces reports for HESA, Rankings and Graduate Outcomes on PG Employability

INTERNATIONAL RESPONSIBILITIES:

- ▶ Liaises with Partner Institutions regarding the availability of Study Abroad Opportunities (approximately 45 Institutions from around the world) in order to establish the number of places available, programmes of study, entry criteria and application deadlines etc. Updates Blackboard with this information and sends announcements to students.
- ▶ Manages the application processes for students registering for the Study Abroad Stream of the Aston Global Advantage (Stream 1) via the MoveOn Platform. Updates the database with information relating to outgoing exchanges including location, programme, duration etc. to enable students to apply for the relevant study abroad opportunity.
- ▶ Provides Information sessions to students on the application process for Stream 1 and guides students through the application process via drop in sessions.
- ▶ Undertakes the pre-screening of Stream 1 applications to ensure students meet the criteria for entry to the Partner Institution and have achieved the required standard of achievement in their PG studies. Compiles provisional nomination lists prior to review and approval by the Student Development Lead.
- ▶ Liaises with Partner Institutions regarding student nominations for the Programmes on offer. Deals with any associated queries that arise following the nomination process.
- ▶ Supports the compliance, health and safety and risk assessment processes for international mobilities in accordance with the University's Health and Safety Unit's procedures, for the purpose of safeguarding. Liaises with the Health and Safety Unit with regard to complex cases.
- ▶ Works with the PG Exams and Assessments team to track the progression of students on Stream 1, to ensure submission deadlines and end-dates are correctly recorded on SITS.
- ▶ Acts as first point of contact for partner institutions regarding the opportunities available for incoming exchange students including relaying details of the curriculum and modules on offer to 1 or 2 term exchange students and double degree opportunities. Ensures accurate and timely dissemination of information to partners regarding term dates entry requirements, visa regulations and admission and nomination processes.
- ▶ Liaises with the PG Admissions team to ensure that the appropriate application links have been set up and activated for exchange pathways. Manages the handover of administrative responsibility for incoming exchange students, from the point of application onwards, to the PG Student Support team.
- ▶ Ensures that incoming exchange students have completed the necessary application formalities to be admitted to PG Programmes, including submission of official transcripts and English Language test scores. Oversees incoming exchange student module selection and works with the Student
- ▶ Support team to ensure that module choices are accurately recorded on SITS

- ▶ Responsible for communicating Exchange Student and Double Degree student results and progression decisions to the Partner Institutions in a timely manner
- ▶ Produces reports for HESA and Rankings in relation to International Mobility.

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	Degree level or equivalent GCSE Grade C or above in Maths and English	Application form
Experience	Experience of developing and managing relationships with external clients or partners in an international context. Experience of working in a customer focused position. Experience of working in a multicultural environment.	Application form and Interview
Aptitude and skills	Excellent written and verbal communication skills. Organise and prioritise workload with minimal supervision. Excellent IT Skills High levels of accuracy	Application form and Interview

	Desirable	Method of assessment
Education and qualifications	IT qualification (GCSE, ECDL etc)	Application form
Experience	Experience of working in a role within the HE sector involving regular interaction with students.	Application form and Interview

	Desirable	Method of assessment
Aptitude and Skills	Knowledge of SITS Student Records System	Application form and Interview

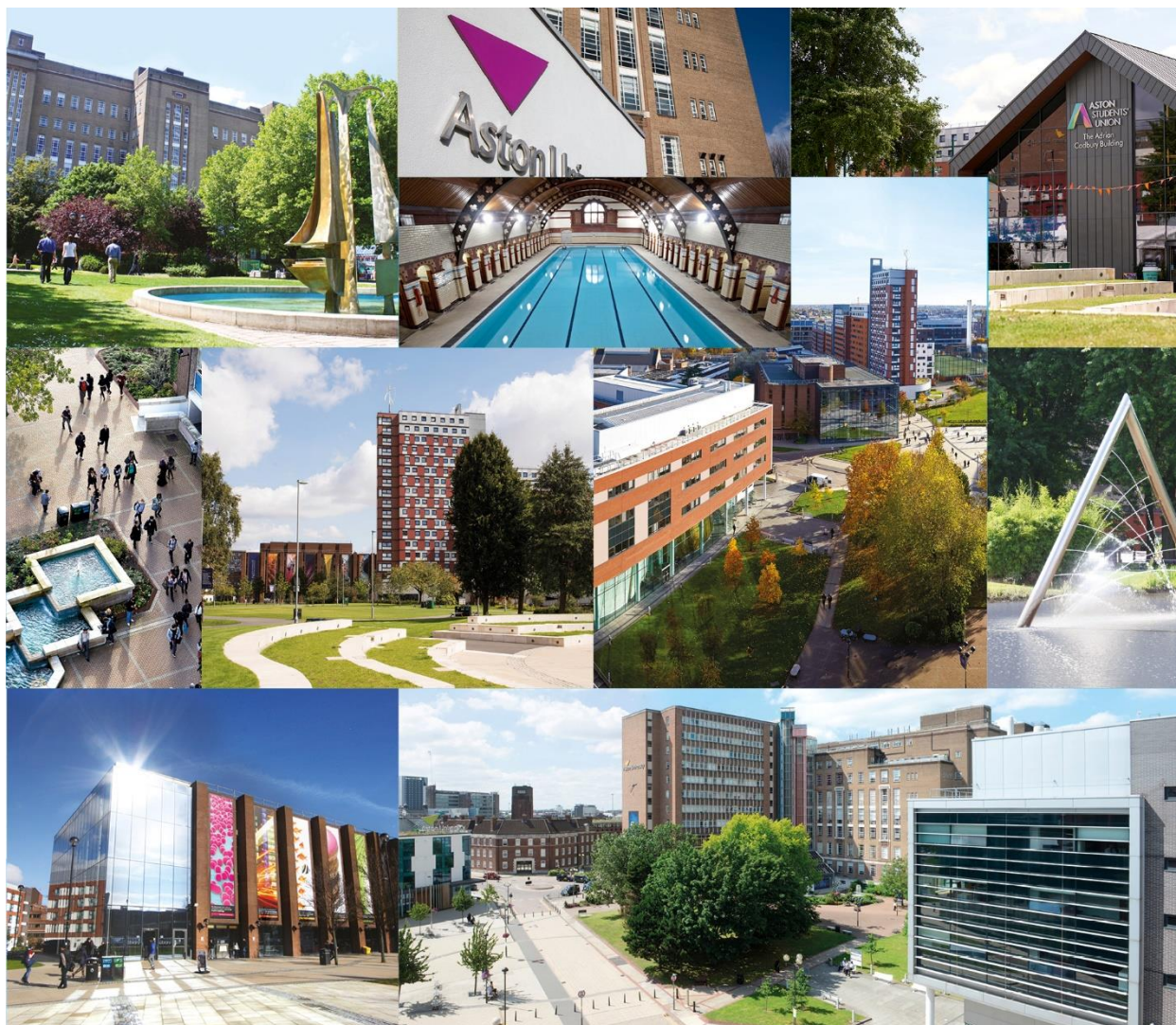
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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 jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Elsa Zenatti-Daniels
Job Title: Student Development Lead
Email: e.f.zenatti@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

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

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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 are applying for is listed as an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens) need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>. Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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 requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

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: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.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 <https://www2.aston.ac.uk/staff-public/hr/policies>

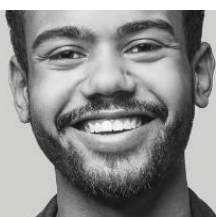
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