

# Job Description

**Job title:** Student Recruitment Assistant

**Post number:** MK5095

**Reports to:** UK Student Recruitment Officer

**Department/School:** Marketing and Communications

**Grade:** 4

## Purpose of the role

The purpose of this role is to promote the University of Brighton around the UK through face to face and online recruitment activities. These largely include Higher Education (HE) Fairs held at schools and colleges, and large exhibition events. This role often delivers information, advice and guidance talks at these events to support the recruitment and conversion of students to the University. Attending these events requires a significant amount of travel, longer hours (time can be taken back), and more unsociable hours, especially during our busier periods throughout the year.

A large aspect of this role is providing administrative support with the organisation and planning of these events, alongside a wide range of other recruitment events, including open days.

## Line management responsibility for: Supervision of student ambassadors at online and face to face events.

## Main areas of responsibility:

* To represent the University at external in-person and online recruitment events, and other promotional events, providing advice on all aspects relating to course provision and the student experience at the University of Brighton. This involves regular travel away from the university, including overnight stays, especially during the busier periods of the year.
* To coordinate the setting-up and staffing of the university’s exhibition stands. This will include event bookings and freight, and booking staff accommodation and transport as required.
* To ensure that prospective students’ details are captured in the Customer Relationship Management (CRM) system and course enquiries received during recruitment and promotional events are followed up in an appropriate and timely fashion.
* To develop and deliver student life presentations in-person and online at HE fairs/exhibitions, in targeted post-16 feeder colleges, and at internal University events and train student ambassadors to deliver similar talks.
* To provide administrative support for the Student Recruitment team, such as maintaining a record of student recruitment activity, including evaluations and to generate reports on this data, and assist with general event preparations.
* To assist with the organisation and delivery of events hosted by the university including campus visits and open days, both online and in-person.
* To develop an extensive knowledge of the university’s portfolio of courses, admissions criteria and social and academic facilities, as well as a good understanding of student finance/funding arrangements.
* To assist with the recruitment, supervision, training and payment of student ambassadors at HE fairs and other promotional events, virtually or in person.
* To participate in other activities within the university as appropriate, in particular clearing, widening participation outreach, and open days, and when required, graduation and enrolment.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| **Knowledge, skills, and abilities** |
| * A clear understanding of the UK higher education system and admissions process. **A, I**
* Knowledge of issues facing higher education students and able to relate successfully to secondary school, sixth form and FE students. **A, I**
* Well organised and able to develop effective work systems and prioritise own workload efficiently without direct supervision. **A, I**
* Flexibility to adapt to changing situations and circumstances. **A, I**
* Excellent team-working skills. Able to work co-operatively with others for the benefit of the wider division/department. **A, I**
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| **Qualifications** |
| * Currently undertaking an Undergraduate Degree at University of Brighton and able to include a placement year to take up this post. **A, I**
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| **Experience** |
| * Proven experience of dealing successfully with members of the public and an understanding of good customer service. **A, I**
* Experience communicating with a range of people including college/school staff, students and academics. **A, I, E**
* Clear, concise, timely and appropriate written and oral communication, with a particular emphasis on presentation skills. **I, E**
* Administrative experience including familiarity with Microsoft Word, PowerPoint, Teams, Excel and Outlook or similar programs. **A, I, E**
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| **Physical demands and/or other requirements** |
| * Ability to work unsocial hours and independently away from the university for lengthy periods. **A, I**
* Clean UK driving licence required; the role involves regular travel to a variety of external sites within reasonable timescales and transporting materials for activities. **A**
* Able to lift, carry and set up exhibition and presentation equipment, according to health and safety guidelines **A, I**
* Some of this role may be based at home so the ability to work remotely is essential at this time. Your line manager will support you with this. **I**
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# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **12/2024**