

JOB DESCRIPTION
Senior International Recruitment Assistant & PA to Director (0.6 fte), International Office
Vacancy Ref: N544

Job Title: Senior International Recruitment Assistant & PA to Director (job share)
Department/College: International Office, Marketing and External Linkages
Directly responsible to: Deputy Director, International Office
Supervisory responsibility for: casual staff
<p>Job Purpose: To provide administrative support for the University's recruitment and partnership activities in specified overseas country markets</p> <p>To act as Personal Assistant to the Director of the International Office</p>
<p>Key contacts for this are:</p> <p>Internal: Vice Chancellor's Office Faculties and Departments, including staff responsible for Pre-sessional English Language courses Central Services' sections especially Student Registry, Colleges and Accommodation Other sections in Marketing and External Linkages especially the Admissions Office All staff in the International Office</p> <p>External: Partner institutions, University representatives and British Council in the UK and overseas, Embassies, Government departments Prospective students, their families and sponsors Travel providers International Study Centre at Lancaster University.</p>
<p>Major Duties:</p> <ol style="list-style-type: none"> 1 Supporting recruitment activity across the International Office by <ul style="list-style-type: none"> • responding to enquiries (by telephone, email or face to face) from prospective students and their families from initial enquiry to application and registration • arranging visits to the University for prospective students, their families and University representatives • providing logistical support to members of the International Office travelling overseas to include arranging visas, exhibitions and freighting literature 2 Arranging visits to the University by overseas partners and education representatives 3 Interfacing with the administrative staff in the Vice Chancellor's Office, Faculty Deans and senior staff members across the University to co-ordinate visits overseas. 4 Provide administrative support for the Director of the International Office including diary management and arranging meetings. 5 Undertaking general administrative duties including; <ul style="list-style-type: none"> • inputting and manipulating statistical information

- updating International Office web pages
- managing equipment used for overseas travel and exhibitions
- acting as 'Office Manager' for the International Office

6 Identifying and managing casual staff employed to work in the International Office.

7 Performing any other duties as directed by the Director or Deputy Director of the International Office.