

JOB DESCRIPTION

Ref: 0728-24

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| Job Title: Recruitment Assistant | Present Grade: 4 |
| Department/College: Professional Services – operating within Careers | |
| Directly responsible to: Employment and Recruitment Service Manager | |
| Supervisory responsibility for: None | |
| Other contacts  Internal:  Internal hiring managers  Faculty and academic departmental staff - academic and administrative  Human Resources, Finance  College Administrators and other College staff  Lancaster University Students Union Current students  External:  External hiring managers, employers, and recruiters  Professional bodies  Other Higher Education Careers Services  Prospective students  Alumni and graduates  Appointed Payroll Bureau  Job Purpose:  1. Deliver a professional recruitment service on behalf of university Hiring Managers and employers, targeting part-time work for students and employment opportunities for graduates.    Major Duties:   1. To work effectively with colleagues across the University to ensure a co-ordinated approach to employer liaison and employment opportunities.      1. Ensure the proactive and effective promotion of the service to students, graduates, hiring managers, and employers.      1. Promote to internal and external employers the benefits of recruiting LU students and graduates.      1. Manage the end-to-end recruitment process on behalf of internal and external hiring managers and employers.      1. Support internal and external hiring managers and employers in respect of the selection process.      1. Provide information and advice to students and graduates seeking part time employment.      1. Deliver a high-quality customer service experience to all users of the service including appropriate follow-up to support continuous improvement and service development.      1. The post holder must at all times carry out the responsibilities and duties with regard to the University’s Equal Opportunities Policy and Health and Safety Policy and any other relevant University policies and procedures.      1. Support the administration of appropriate financial transactions regarding income generation activities within the University.     Any other duties as may reasonably be required, and which are within the scope of this role. | |