

**PERSON SPECIFICATION**

**LUMS Careers Employability and Events Coordinator**

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| **Criteria**  | **Essential/** **Desirable**  | **Application Form/****Interview \***  |
| Ability to convey a strong rationale and interest in applying for this post.  | Essential  | Application Form/ Interview  |
| Experience of working in a client/customer focussed role in the education, recruitment, events, commercial or marketing fields.  | Essential  | Application Form/ Interview  |
| Experience of organising, managing and delivering successful events, conferences or bespoke engagement for a range of clients and stakeholders.  | Essential  | Application Form/ Interview  |
| Experience of Microsoft Office software and the ability to produce professional reports. | Essential  | Application Form/ CV |
| Experience of prioritising workload to meet competing deadlines without close supervision.  | Essential  | Interview  |
| Ability to work independently and in a team, and have a calm, professional and flexible approach to work. | Essential | Interview |
| Experience of effective liaison with graduate recruiters, alumni or industry representatives, to create opportunities for students to engage with employers and enhance their career prospects.  | Desirable  | Application Form/ Interview  |
| Ability to communicate clear procedures, directions and information in a complex multi-faceted environment.  | Desirable  | Application Form/ Interview  |
| Ability to successfully negotiate with and influence employers and stakeholders, upselling services to broaden engagement at every opportunity.  | Desirable  | Application Form/ Interview  |
| Experience of monitoring and analysing data, statistics and performance measurements related to events or activities.  | Desirable  | Interview  |

* **Application Form – assessed against the application form, curriculum vitae and cover letter. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a Degree. Will be “scored” as part of the shortlisting process.**
* **Interview – assessed during the interview process by competency-based interview questions, tests, presentation etc.**