

## JOB DESCRIPTION

<b>Job Title:</b>	UK Student Recruitment Events Assistant	<b>Present Grade:</b> 4
<b>Department/College:</b>	Recruitment and Admissions	
<b>Directly responsible to:</b>	Student Staff Manager or Student Recruitment Event Officer	
<b>Supervisory responsibility for:</b>	None	
<b>Other contacts</b>		
<b>Internal:</b>		
Events team (Recruitment and Admissions), Faculty of Arts and Social Sciences (part of the External Relations), Student Recruitment and Widening Participation, Student Ambassadors, Student Ambassador Leaders and Faculty/Departmental colleagues		
<b>External:</b>		
Prospective students and their guests, external suppliers		
<b>Major Duties:</b>		
The Student Recruitment Events Assistant will provide administrative support for the Student Ambassador Programme within the Events and FASS Team, support for campus and city tours, as well as supporting the wider Events Team with in-person and online events.		
<b>Principal duties:</b>		
<ul style="list-style-type: none"> <li>• Support the Student Staff Manager with the logistics of the Student Ambassador programme, including processing shifts.</li> <li>• Act as a point of contact for the Ambassador Programme, responding to queries and requests from staff and students in a timely manner.</li> <li>• Provide support, including administrative support, for the Student Staff Manager in delivering training sessions and event briefings to Student Ambassadors.</li> <li>• Support the Student Staff Manager with the recruitment of new Ambassadors for both the central and FASS team.</li> <li>• Communicate effectively with various stakeholders at Lancaster University to ensure that the Ambassador programme runs smoothly and efficiently.</li> <li>• Support the Student Recruitment Event Officer with the organisation of campus and city tours.</li> <li>• Provide administrative and logical support for the Events Team during the planning and delivery of on-campus and digital recruitment and conversion events, such as Open Days, Offer Holder Events and campus tours.</li> <li>• Provide digital support for platforms such as Unibuddy and The Student Room.</li> <li>• Liaise with colleagues in other Departments to provide Ambassador support for their projects.</li> <li>• Work closely with the other Events Assistant and Events Co-ordinator to support their areas of responsibility when necessary.</li> <li>• Work with the FASS team within External Relations to support administrative tasks and their recruitment events when necessary and support any ad hoc tasks when required within the wider division.</li> <li>• Always carry out responsibilities in line with the University's code of Equality and Diversity, University Health and Safety Codes of Practice and Child Protection Policy.</li> <li>• Any other duties appropriate to the role as required by the line manager or Head of Department.</li> </ul>		

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