

JOB DESCRIPTION

**International Student Recruitment Co-ordinator
Recruitment and Admissions, External Relations**

Job Title: International Student Recruitment Co-ordinator	Present Grade: 5
Department/College: Recruitment and Admissions, External Relations	
Directly responsible to: International Student Recruitment Support Officer	
Supervisory responsibility for: Casual staff on a project basis	
<p>Other contacts</p> <p>Internal: Recruitment and Admissions, Marketing and Communications teams; Finance Division; Faculty and Departmental recruitment and admissions staff; Information Systems Services; Student and Education Services</p> <p>External: Undergraduate and Postgraduate enquirers and applicants; parents; school and college staff; other higher education staff; Lancaster alumni; international education agents; international educational organisations; suppliers and service providers</p>	
<p>The Role:</p> <p>The International Student Recruitment Co-ordinator is an important role that will provide a comprehensive and high standard of administrative support to the Events, UK and International Student Recruitment teams, External Relations. The post holder will take an active role in budget setting and management and will support efficient running of departmental administration tasks.</p>	
<p>Major duties:</p> <ol style="list-style-type: none"> 1. To maintain accurate financial records and be responsible for the pro-active administration of all finance processes; excel spreadsheets and procurement relating to the departmental budgets, raising purchase orders, processing invoices, authorising travel claims, internal requisitions and internal transfers. 2. To facilitate the budget phasing, outturn and year end processes for the department including the sourcing of information relating to income, payroll and fees expenditure, and non-payroll expenditure and providing a monthly report on the financial position to the senior management team. 3. In addition, take responsibility for devising, implementing and maintaining key customer service policies, processes and practices and co-ordinate training and offer guidance to the department on these topics. 4. To work with line managers to assist with processes for new starters and members of staff leaving the department (including record keeping for equipment, building access etc). 5. To conduct workstation assessments as required for the department and be responsible for departmental first aid supplies. 6. To work with colleagues to process agent contract documentation, respond to commission queries, process payments and action updates to the postgraduate applications portal while maintaining records and filing systems for all contacts and communication. 7. To work closely with our team of Regional Managers and the International Student Recruitment & Events Co-ordinator, providing support with travel arrangements and maintaining the International Student Recruitment travel calendar. Providing comprehensive administrative support for the University's recruitment activities and enquiry management. 8. To support incoming visits to the University from educational and related bodies. 9. To assist with storage, logistics and delivery of materials for external events attended by the International Recruitment team and mailings to our network of representatives. 10. To support the work of the department including attendance at the university's key recruitment and offer holder events. 11. Organise and service meetings as required, including; communication with colleagues and guests, preparation of agendas, papers and presentations, co-ordinating logistics (e.g. room bookings, catering and IT facilities) taking minutes and following up on any actions in line with appropriate protocol. 12. Maintenance of confidentiality of information; it will be necessary to comply with requirements related to GDPR and Freedom of Information legislation. 13. To undertake training and development and any other duties appropriate to the grade of the post. 	