

JOB DESCRIPTION
International Partnerships Administrator (Erasmus+)
Vacancy Ref: N1462

Job Title: International Partnerships Administrator (Erasmus+)	Present Grade: 5 (2yr fixed term, 0.5 FTE)
Department/College: Recruitment, Admissions and International Development	
Directly responsible to: International Partnerships Manager	
Supervisory responsibility for:	
<p>Other contacts</p> <p>Internal:</p> <ul style="list-style-type: none"> • International Partnerships Team • Global Experiences Team • Faculties and Departments, including Study Abroad Advisors • Other sections in Recruitment, Admissions and International Development • Other sections in Professional Services e.g. Communications and Marketing, Registry, Finance, Accommodation, International Student Advisory Service, Alumni and Development Office etc. <p>External:</p> <ul style="list-style-type: none"> • Staff at partner institutions • Students and their families from partner institutions • Families of current students • Staff at other UK HEIs • Embassies • British Council 	
<p>Job Purpose:</p> <p>The International Partnerships Administrator will provide administrative support to the International Partnerships Team and contribute to the achievement of the University's Strategic Goals by ensuring that an efficient and high level of service is delivered to incoming and outgoing students, visitors and related stakeholders. The role holder will specifically provide system and process support for the distribution of Erasmus Grant funding.</p> <p>Major Duties:</p> <p>Erasmus Programme</p> <ul style="list-style-type: none"> • To work with the International Partnerships Manager (the Erasmus+ Institutional Coordinator) and departments to process the renewal or establishment of Erasmus agreements. • To maintain the systems and processes required for the payment of Erasmus student and staff mobility grants. • To support the compilation of Erasmus reports for the Erasmus National Agency. 	

- To ensure that all required documentation for outgoing Erasmus students is complete.
- To ensure that Erasmus grant payments are made in a timely manner.
- To maintain and update the Erasmus Programme Agreements and International Contacts Database
- To respond to queries from incoming and outgoing Erasmus students in person, by phone and by email.
- To produce of transcripts for incoming Erasmus students via the Study Abroad database.
- To make administrative and logistic arrangements for Erasmus+ partnership trips, including travel and hotel bookings and the dispatch of promotional materials.
- To provide assistance in arranging and organising itineraries for Erasmus+ visitors to Lancaster.
- To support any International Partnership databases as necessary.
- To provide administrative support to the International Partnership Team

Other Duties

- To undertake any other duties appropriate to the grade of the post as required by the International Partnerships Manager and/or the Head of Overseas Programmes.