

JOB DESCRIPTION
Undergraduate Placements and Internships Officer
Vacancy Ref: N1468

Job Title:	Undergraduate Placements and Internships Officer	Present Grade: 6
Department/College:	Lancaster University Management School	
Directly responsible to:	Placements and Internships Manager	
Supervisory responsibility for:	None	
Other contacts	<p>Internal: LUMS Careers colleagues, careers and placements colleagues across the University, LUMS Undergraduate Office, Academic staff, Placement Supervisors and Tutors, Departmental administrative staff, LUMS International Development, PG Recruitment and Admissions, Student Societies, ISS, Student Services Staff, LUSU.</p> <p>External: Graduate Recruiters from large corporations and SMEs in UK, Europe and internationally, Other Placement/ Careers Services, AGCAS and AGR.</p>	
The Role:	<p>The post holder will support the undergraduate placement activity within LUMS in line with the School's strategic objectives and will be tasked with:</p> <p>Major Duties:</p> <p>Representing LUMS to prospective employers including seeking appropriate new placement and internship opportunities and vacancies along with new opportunities for students to engage with employers.</p> <p>Monitoring the suitability of new and existing placement opportunities; ensuring that employers are aware of their responsibilities to the student and of the student's and the University's responsibilities to them; supporting long-term relationships with the employers concerned.</p> <p>Visiting the student workplace; to ensure adequate supervision of placements; to review the student's progress; to promote the University's offer to employers; and to ensure students are aware of the academic requirements of their placement year.</p> <p>Advising students on their applications and the University's expectations of them in undertaking a placement; providing a point of contact while the students are on placement and feedback to employers and colleagues following a placement.</p> <p>Delivering careers related provision to prepare student for placement and help them to reflect on their experiences. To advise and guide students (in groups or as individuals, online and in person) about the application process including, CVs, application forms, assessment centres, interviews and selection tests.</p> <p>Working in collaboration with colleagues involved in business engagement to ensure a coherent approach to interactions with employers through sharing of contacts and market intelligence.</p>	

Assessing placement opportunities to ensure they meet the quality assurance guidelines with reference to the QAA and relevant academic subject validation documents and ensuring all placements reach the guidelines set for Health and Safety compliance, supporting and advising employers when necessary on their legal obligations.

Promoting placement opportunities and benefits to students in a range of media including, but not limited to, flyers, presentations, documents, video and on line activity.

Member of cross university Placements working group and to contribute to university placement strategy.

Liaising with academic colleagues responsible for the academic elements of the placement to ensure a consistent approach to academic advice and guidance.

Supporting students in 1-2-1 meetings, drop in clinics, group work and skills development sessions.

Undertaking any other duties as required appropriate to grade.