**JOB DESCRIPTION**  
**Student Recruitment Co-ordinator**  
**Vacancy Ref: N1545**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Student Recruitment Co-ordinator</th>
<th>Present Grade:</th>
<th>5</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>UA92 / UKSRO</td>
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<td>Directly responsible to:</td>
<td>UA92 Student Recruitment Manager</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>None</td>
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**Other contacts**

**Internal:**
Other UA92 and Recruitment, Admissions and International Development colleagues,  
Academic departments  
Students

**External:**
Prospective students and their parents,  
School and college teachers and careers professionals,  
Local/regional government,  
Other higher education recruitment staff  
Partner agencies

**Job purpose:**
- To provide administrative support with preparing, managing and delivering UA92 / University recruitment activities for prospective students and other key stakeholders.  
- To establish and maintain excellent relationships internally with UA92, academic and professional service staff and with external stakeholders, including prospective students, parents, teachers and careers advisors.

**Main duties:**
- To provide administrative support to undergraduate and postgraduate recruitment events and outreach activities.

**Principal duties:**
- Plan, arrange and carry out visits to schools and colleges in identified geographical target regions throughout the UK to deliver recruitment events, activities and presentations.  
- Work with the Student Recruitment Officer to develop interactive activities and materials, appropriate to the target audiences, and tailored to the needs of schools and colleges.  
- Develop and maintain relationships with schools and colleges in identified target regions by contacting them to arrange visits and follow-up activities as appropriate.
• Provide accurate information, advice and guidance to prospective students about courses at UA92, the UCAS process and student finance.
• Prepare and deliver presentations to students and other key stakeholders at recruitment events, as required.
• Engage with new target schools and colleges and assist with targeting and contacting / liaising with identified schools and colleges in new geographic areas.
• Keep accurate records of visits which have taken place in order to be able to monitor and evaluate impact recruitment activity.
• Prepare relevant reports about recruitment activities undertaken.
• Undertake specific projects such as market research, event planning and preparation of newsletters.
• Plan, develop and deliver on campus recruitment activity, liaising with prospective students, parents and professional services.
• Build relationships and respond to enquiries that come from key stakeholders (teachers, careers advisors, professional services) relating to recruitment activity.
• Communicate effectively with the marketing team and academic departments at UA92 to ensure that a coordinated and efficient service is provided, reviewing relationships with key stakeholders in relation to recruitment and conversion.
• Collect and analyse feedback from events to support the development and planning of future events.
• Support the delivery of recruitment events, such as open days, teacher conferences and applicant visit days.
• Recognise progression through event planning and contribute to team building exercises in relation to planning and delivery.
• Attending recruitment fairs and events in a variety of locations, as required.
• Carry out your responsibilities with due regard to the University’s code on Equality and Diversity, University Health and Safety Codes of Practice and Child Protection Policy at all times.
• Any other duties appropriate to the role, as required by the line manager or Head of Department.