## JOB DESCRIPTION

**UK Undergraduate Student Recruitment Officer**

**Vacancy Ref: N1594**

**Job Title:** Student Recruitment Officer  
**Present Grade:** 6

**Division:** UK Student Recruitment & Outreach: Recruitment, Admissions and International Development

**Directly responsible to:** Student Recruitment Operations Manager (UKSRO)

**Supervisory responsibility for:** Student Recruitment Assistants

**Other contacts:**

**Internal:**
Other USKRO colleagues, Recruitment, Admissions and International Development colleagues, academic and faculty based recruitment/marketing staff, students’ union and all other professional services

**External:**
prospective students and their parents, school and college teachers and careers professionals, local/regional government, other higher education recruitment staff, Lancaster alumni
Major Duties:
The Student Recruitment Officer will promote and recruit students to Lancaster. The role holder will be responsible for delivering high quality activities to attract students to Lancaster through the provision of information, advice and guidance at schools, colleges and recruitment events across the UK. The role holder will also work with the Universities faculties to help support recruitment and conversion activity at a departmental level.

Principal duties:
• To represent the University at extensively at external recruitment/school and college events throughout the UK
• To act as the partner and lead member of UKSRO for recruitment work with a designated academic faculty and constituent set of departments.
• To give accurate information, advice and guidance to prospective undergraduate and postgraduate students about courses / student life at Lancaster, the UCAS process and student finance
• Deliver high quality presentations about the University and other aspects of higher education both on and off campus
• Plan, deliver and evaluate workshops that showcase the University and designated faculty, ensuring information is accurate, up to date and appropriate for the relevant audience.
• To liaise and network with teachers and careers professionals to develop effective relationships to meet recruitment targets
• To be involved in the organisation and delivery of large scale on and off-campus recruitment events, such as Open Days, Teacher Conferences, Campus Tours and Applicant Visit Days
• To liaise with academic and professional staff within the designated faculty regarding the delivery of recruitment and conversion activities both on and off campus and through online activity
• To develop, deliver and evaluate online recruitment and conversion activity such as web chats and virtual open days
• To maintain, update and keep abreast of own professional knowledge / sector wide issues relating to areas particular to the role and to share best practice and train other colleagues as necessary.
• To manage relevant UKSRO web pages and ensure information is updated as required
• Assist in the development and produce relevant targeted recruitment publicity materials
• To collect and monitor and share data on the University’s recruitment activities, in particular play a key role in managing the department’s target schools plan using available data.
• To contribute to the evaluation and development of the University’s student recruitment activities
• Recruit and train student recruitment assistants (including line management of at least one member of staff) and any associated student staff relating to recruitment activities
• Working with colleagues in UKSRO, to identify and select through recruitment and interview a pool of student ambassadors, mentors and advocates to work on outreach activities
• Working with colleagues in UKSRO, develop an ongoing training and development programme for ambassadors and mentors
• At all times to 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
• Any other duties appropriate to the role as required by the line manager or Head of Department.