**JOB DESCRIPTION**

*Career Advancement and Internship Officer*

*Vacancy Ref: N1761*

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<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Career Advancement and Internship Officer</th>
<th><strong>Present Grade:</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Department/College:</strong></td>
<td>LUMS Careers</td>
<td><strong>Directly responsible to:</strong></td>
<td>PG Careers Adviser</td>
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<tr>
<td><strong>Supervisory responsibility for:</strong></td>
<td>None</td>
<td><strong>Other contacts</strong></td>
<td></td>
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</tbody>
</table>

**Internal:**
Directors of Financial Times (FT) ranked Programmes, Colleagues in Careers team and relevant Departments, Faculty and Departmental academic and administrative staff, Central Services e.g. Careers Service, Alumni Office, Research & Enterprise Services and Business Development Colleagues, Students and Alumni.

**External:**
Private, Non-profit and public sector organisations; Alumni; Networking Bodies e.g. IOD, CMI, CBI.

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**The Role:**

The main purpose of the role is to provide additional careers support to students and alumni on our FT ranked programmes in Accounting & Finance and Management within Lancaster University Management School (LUMS). This role will complement the work of the award winning LUMS Careers Team and continue to make a significant impact on the employability of these students and alumni.

The main purpose of the role would be:

- To provide careers information, advice and guidance to current students on FT ranked programmes (Accounting & Finance and Management), supporting them in obtaining employment within 3 months of completion.

- To track and support the career development of the alumni from the FT ranked programmes, particularly over the first three years after graduation.

- To work with the programme teams to report on careers measures relevant to the Rankings.

- To work with the programme teams to maximize contact with students and alumni including helping to establish systems to manage and develop relationships with alumni to enable ongoing contact with alumni.

- To work with our placement & Internship team to identify internship opportunities and act as a company liaison officer, thus further contributing to the employability of these students and alumni.

- Any other duties, appropriate to the grade, as required by the Line Manager.