

JOB DESCRIPTION
Global Student Recruitment Administrator (Maternity cover)
Vacancy Ref: N1881

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| Job Title: Global Student Recruitment Administrator | Present Grade: 5 |
| Department/College: Recruitment, Admissions and International Development | |
| Directly responsible to: Departmental Administrator | |
| Supervisory responsibility for: N/A | |
| <p>Other contacts</p> <p>Internal: GRO & RAID colleagues and managers, University Senior Leadership team, academic departments, professional services including facilities and finance, Lancaster University Student Union and Professional support staff within Faculties and departments</p> <p>External: UG/PG enquirers and applicants, parents, school and college staff, other higher education staff, Lancaster alumni, external stakeholders, suppliers and service providers</p> | |
| <p>Role Purpose: To provide a comprehensive and high standard of administrative support to the Global Student Recruitment Office (GRO)</p> <p>Principal Duties:</p> <ol style="list-style-type: none"> 1. To have responsibility for maintaining accurate financial records and to be responsible for the pro-active administration and management of all finance processes; excel spreadsheets and procurement relating to the GRO budgets, raising purchase orders, processing invoices, authorising travel claims, internal requisitions and ensuring internal transfers are carried out efficiently, effectively and are properly authorised and recorded. 2. To assist with the budget setting process for the department including the sourcing of information relating to income, payroll and fees expenditure, and non-payroll expenditure. Ensure a monthly report on the financial position is provided to the GRO senior management team and liaise with and regularly inform managers within the department of the financial position relating to their area of activity. 3. Responsibility for managing the logistics and delivery of materials for all external events attended by the GRO team and ensure they are appropriately supplied with promotional materials and equipment, in liaison with external couriers. 4. To act as the initial point of contact for the department and liaise with schools and colleges, prospective students and their parents (and other key stakeholders), signposting and answering queries relating to the work of GRO appropriately and delivering a high level of customer service at all times. In addition, take responsibility for devising, implementing and maintaining key customer service policies, processes and practices and co-ordinate training and offer guidance to the department on these topics. 5. To support the work of the Global Student Recruitment team including attendance at the university's key recruitment events, including: Open Days; Campus Tours, and Higher Education Exhibitions, as required. <p>Provide a high level of administrative support to the Head of GRO, the GRO senior team and the wider RAID leadership team, including;</p> <ol style="list-style-type: none"> 6. To plan, co-ordinate and manage the Head of GRO's diary and to prepare for and advise on diary priorities and future commitments. 7. To prepare all papers, in advance, to support the Head of Department's attendance at all meetings. 8. To be responsible for advising the Head of GRO of impending internal and external work deadlines and | |

assist with the preparation of material for these (e.g. reports, presentations).

9. To create, implement and manage a fully confidential and efficient filing system (electronic and paper based) for the department;
10. To create, prepare and issue correspondence and other documentation, as requested by the GRO senior team, or independently to assist the Head of GRO in taking forward their work priorities;
11. Independently research data/other material as required by the GRO senior team in support of various projects and prepare presentations/reports showing data as necessary.
12. Organise and service meetings as required, including; communication with colleagues and guests, preparation of agendas, papers and presentations, co-ordinating logistics (e.g. room bookings, catering and IT facilities) taking minutes and following up on any actions in line with appropriate protocol.
13. Maintenance of confidentiality of information; it will be necessary to comply with requirements related to the Data Protection Act and Freedom of Information.
14. 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.
15. Any other duties commensurate with the grade of the post as determined by the Head of Global Student Recruitment.