

JOB DESCRIPTION
Global Student Recruitment & Outreach Events Assistant
Vacancy Ref: N1938

Job Title:	Global Student Recruitment & Outreach Events Assistant	Present Grade: 4
Department/College:	Global Student Recruitment Office(GRO), Recruitment, Admissions and International Development (RAID)	
Directly responsible to:	Events Support Manager	
Supervisory responsibility for:	None	
Other contacts		
Internal:	Other office members, Recruitment, Admissions and International Development colleagues, academic departments within Faculties, Lancaster University Students' Union, Lancaster students, Employment and Recruitment Service	
External:	Prospective students and their parents, school and college teachers and careers professionals, local/regional government, other higher education recruitment staff, Lancaster alumni, external stakeholders	
Major Duties:	<p>The Global Student Recruitment & Outreach Events Assistant will be responsible for providing administrative support for undergraduate and postgraduate recruitment events and Outreach activities.</p> <p>You will undertake an 18 month apprenticeship that will cover all aspects of the role. As an apprentice at Lancaster University you will have the opportunity to gain practical work experience and off the job training. You will work alongside experienced colleagues learning on the job as well as completing a level 3 Events Assistant or Business Administration apprenticeship. Successful completion of these studies is an essential requirement of the apprenticeship.</p> <p>Principal duties:</p> <ul style="list-style-type: none"> • To work as part of the Events Support Team to assist in the delivery of projects and events to support the recruitment activities of the department • Communicate effectively with stakeholders at Lancaster University to ensure that a coordinated and efficient service is provided • Undertake maintenance and necessary edits of the department webpages to ensure events and activities are clearly communicated whilst ensuring a high level of accuracy • Undertake tasks using the University CRM to manage events and communicate with prospective students • Support colleagues in GRO, by delivering the logistics of the ongoing Student Ambassador training, recruitment and development • To act as first point of contact for enquiries, either by telephone, email, post or in person. Providing excellent customer service for schools and colleges, prospective students and their parents • To support the Event Officers by managing a number of unsupervised tasks • Provide administrative and logistical support for the Events Team during the planning and delivery of large scale on campus recruitment events, such as open days, offer holder visit days and school events • Provide administrative assistance to the Outreach and Student Success team to support the successful delivery of on campus and in school outreach events and activities • Service meetings across the department, including producing agendas, attending to take minutes and creation and circulation of documents in an efficient and appropriate format • Attend off campus recruitment fairs and events where required • Demonstrate a flexible approach to work requiring some availability for occasional weekend work at events including Open Days 	

- 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