

PERSON SPECIFICATION
Global Student Recruitment & Outreach Events Assistant
Vacancy Ref: N1938

Criteria	Essential/ Desirable	* Application Form/ Supporting Statements/ Interview
Relevant Secretarial/Administration qualifications OR demonstrable relevant office/client based work experience	Essential	Supporting Statements/ Interview
GCSE grade C (or equivalent) English and Maths	Essential	Application Form/Supporting Statements/Interview
Experience of Using Microsoft Office Package including excel, word and outlook	Essential	Supporting Statements/ Interview
Experience of undertaking varied administration tasks within a busy office environment	Essential	Supporting Statements/ Interview
Ability to deal with a wide range of people face to face, by telephone and by email demonstrating a positive attitude and a strong understanding of excellent customer service practice	Essential	Supporting Statements/ Interview
Experience of planning and prioritising workloads in order to meet deadlines	Essential	Supporting Statements/ Interview
Keen attention to detail	Essential	Supporting Statements/Interview
Pro-active & self-motivating	Essential	Supporting Statements/ Interview
Demonstrate a commitment to ongoing personal development and training	Essential	Interview.
Ability to work as part of a team to achieve results	Essential	Supporting Statements/ Interview
Demonstrate a flexible approach to work requiring some availability for occasional weekend work at events including Open Days	Desirable	Interview
Detailed knowledge of the academic work/operation of the university, both at departmental and faculty level.	Desirable	Supporting Statements/ Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.

- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.