

JOB DESCRIPTION
Student Recruitment and Events Co-ordinator
Vacancy Ref: N1982

Job Title:	Student Recruitment and Events Co-ordinator	Present Grade: 5
Division:	Global Recruitment Office (GRO): Recruitment, Admissions and International Development	
Directly responsible to:	Student Engagement Manager	
Supervisory responsibility for:	N/A	
Other contacts:	<p>Internal: Other GRO colleagues, Recruitment, Admissions and International Development colleagues, academic departments and faculty based recruitment/marketing staff, Students' Union and all other professional services</p> <p>External: Prospective students and their parents, school and college teachers and careers professionals, local/regional government, other higher education recruitment staff, Lancaster alumni, agents, caterers, external event venues</p>	
Job Purpose:	<p>The Student Recruitment Officer will support the planning and delivery of student recruitment and conversion activity in London and the South of England to contribute to the achievement of the University's UK and European student recruitment targets and strategies. The role holder will be responsible for co-ordinating student recruitment activity in schools and colleges as well as planning recruitment and conversion events. They will support the Student Recruitment Officers in peak periods by attending recruitment fairs and delivering presentations in schools and colleges.</p>	
Principal duties:	<ul style="list-style-type: none"> • Contact schools and colleges to arrange recruitment activities and co-ordinate bookings and cover with the rest of the recruitment team. • Build relationships and respond to enquiries that come from key stakeholders (teachers, careers advisors, professional services). • Liaise and network with teachers and careers professionals to develop effective relationships to meet recruitment targets • Represent the University at school and college events and recruitment fairs in the UK. • 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 and workshops about the University and other aspects of higher education both on and off campus • Plan, deliver and evaluate recruitment and conversion events. • Support 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 • Collect and monitor data and report on the University's recruitment activities. • Maintain and update own professional knowledge / sector wide issues relating to areas particular to the role and to share best practice • Liaise regularly with colleagues based at the Lancaster campus using appropriate technology and visit campus as required for meetings and training • Maintain regular contact with the recruitment team while working from home and spend at least two days per week in managed office space in London to meet with other members of the south recruitment team • At all times to carry out 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 	