PERSON SPECIFICATION
LU Leipzig Education Services Co-ordinator (start-up)
Vacancy Ref: N1995

Criteria	Essential / Desirable	*Application Form/ Supporting Statement / Interview
Educated to degree level or demonstrable professional experience to an equivalent level	Essential	Application Form
An appropriate rationale for applying to and interest in the post	Essential	Supporting Statement/Interview
Demonstrable understanding of the issues relating to the establishment and ongoing development of collaborative teaching provision with regional and/or international partners	Essential	Supporting Statement / Interview
A sound knowledge of student registry systems and processes relating to the full student journey	Essential	Supporting Statement / Interview
Evidence of building relationships and working collaboratively and flexibly with internal and external colleagues to achieve objectives	Essential	Supporting Statement / Interview
Experience of developing, implementation and reviewing operational systems and processes.	Essential	Supporting Statement / Interview
Excellent planning and organisation skills	Essential	interview
Ability to work flexibly, managing competing demands and conflicting deadlines	Essential	Interview
Demonstrable ability to both work autonomously to achieve agreed objectives and to work collaboratively as part of a team	Essential	Interview
Experience of providing advice and guidance to others, including those at senior level	Essential	interview
German language speaker	Desirable	Application form/ interview
Demonstrates cultural awareness and espouses University values and behaviours	Essential	interview

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- **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 Statement** - 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 competency based interview questions, tests and/or presentation.