

JOB DESCRIPTION
Global Recruitment Office Events Assistant
N2020

Job Title:	Global Recruitment Office Events Assistant	Present Grade: 4
Department/College:	Global Recruitment Office (GRO)), Recruitment, Admissions and International Development (RAID)	
Directly responsible to:	Student Staff 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:		
The Global Recruitment Office Events Assistant will be responsible for the administration, recruitment and supply of student ambassadors across all on and off campus activities and work with teams to develop and progress ambassador training. They will also provide administrative support to undergraduate and postgraduate recruitment events and Outreach activities		
<ul style="list-style-type: none">Principal duties: Acting as the first point of contact for the coordination and supply of ambassadors for all on campus recruitment and conversion activities. Administration of the Student Ambassador Scheme (payroll, expenses claim)Supporting colleagues in GRO, by coordinating the logistics of the ongoing Student Ambassador training and development programme and contributing ideas for the programme’s further developmentTo provide administrative & logistical support for the GRO Events team and to act as first point of contact for enquiries, either by telephone, email and post. Providing good customer service with schools and colleges, prospective students and their parentsTo support the GRO event officers by managing a number of unsupervised tasksProvide administrative assistance for the summer school programmes, celebration days, target & junior university daysAttending ad-hoc recruitment fairs and events where necessarySupporting the delivery of large scale on campus recruitment events, such as open days, teacher conferences, and applicant visit daysTo support the work of the Global Recruitment Office team to identify and select through recruitment and interview a pool of student ambassadors, mentors and advocates to work on outreach activitiesTo monitor the prospectus stock and oversee prospectus dispatch using the CRM systemAt 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 PolicyAny other duties appropriate to the role as required by the line manager or Head of Department		