**Job Title:** International Partnerships Officer  
**Vacancy Ref:** N2565  

<table>
<thead>
<tr>
<th><strong>Present Grade:</strong></th>
<th>6</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong></td>
<td>Global Experience and Partnerships (GEP), Lancaster University Management School (LUMS)</td>
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<td><strong>Directly responsible to:</strong></td>
<td>Global Experience and Partnerships Manager</td>
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<td><strong>Supervisory responsibility for:</strong></td>
<td>1 x Partnership Coordinator</td>
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**Internal:**  
Undergraduate and Postgraduate programme directors, LUMS Academic Faculty, Departmental Officers and administrative staff within departments, LUMS Recruitment and Conversion team, LUMS Careers team, Central University teams including: Global Experience and Partnerships, Accommodation, Student Based Services

**External:**  
Prospective and current students and their parents, partner universities globally, other HE institutions

**Job purpose:**  
Based within the GEP team in LUMS this role works closely with the Global Experience and Partnerships Manager to manage the operational delivery of international opportunities for both UG and PG students within the School. This includes, but is not limited to, UG and PG exchanges globally, double degrees, 1+1 Masters and 2+2 bachelors and Year 2 direct entry schemes.

The role holder is expected to:

- Manage relationships with existing partners and support line manager with the development of new business school to business school relationships
- Be the faculty lead in relation to the operational delivery of UG and PG exchanges, working closely with the central university global experiences team and LUMS academic departments to ensure a consistent and high quality service is delivered to students and partners
- Support the delivery of operational excellence by providing information, advice and guidance to current student on international opportunities either as part of their course or wider university experience

**Major Duties:**

- Manage the relationships with LUMS international partner institutions this includes regular contact by skype and email regarding study abroad places, module availability and communication regarding specific students.
- Managing the nomination process of students to partner institutions ensuring all deadlines are met.
- Maintain accurate records using the Move-On system, particularly in relation to student exchanges and incoming and outgoing student number balances
- Promoting global experience opportunities to LUMS current and prospective students including giving presentations, preparation of promotional material and one to one meetings with students to provide advice and guidance.
- Maintaining regular contact with the Study Abroad Advisors and Co-ordinators within LUMS to support their work. This includes undertaking initial module and subject matching, providing updates about partners and co-ordinating information with the central Global Experience team.
• Manage the postgraduate exchange programme including promotion to students, production of the PG factsheet, decision making on postgraduate outgoing applications, pre-departure briefings and co-ordination with departments regarding incoming students.
• Manage and organise events for incoming and outgoing partnership students.
• Contribute to the wider LUMS recruitment strategy by focusing on recruitment through partner educational institutions to co-ordinate the 1+1 postgraduate and 2+2 undergraduate programmes. This includes liaising with the partner university, promotion of the opportunities by arranging in country presentations and conversion activity via skype and email.
• Prepare and deliver promotional presentations in Lancaster such as at Open Days and at partner institutions overseas.
• Support the Global Experience and Partnership Manager with the negotiation of student exchange agreements and lead the administration of documentation relating to processing of contracts and agreements.
• Analyse data and prepare reports relating to global experience opportunities undertaken and provide recommendations for future developments to ensure University KPI’s and targets are met.
• In support of line manager contribute to Business School accreditation processes (EQUIS, AACSB and AMBA)
• Any other duties commensurate with the grade and role as requested by the line manager, Operations Manager or Head of School Administration

This post may require short duration overseas travel, primarily within the EU, visiting partner institutions, attending relevant conferences and, on occasion, attending student recruitment events.