

PERSON SPECIFICATION
Employability & Events Coordinator (0.8 FTE), LUMS Careers
Vacancy Ref: N2664

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Ability to convey a strong rationale and interest in applying for this particular post.	Essential	Application Form/Interview
Experience of working in a client/customer focussed role in the higher education, recruitment, events, commercial or marketing fields.	Essential	Supporting Statements/ Interview
Experience of organising, managing and delivering successful events, conferences or bespoke engagement for a range of clients and stakeholders.	Essential	Supporting Statements/ Interview
Experience of Microsoft Office software, computer systems and electronic document management systems.	Essential	Supporting Statements
Experience of prioritising workload to meet competing deadlines without close supervision.	Essential	Supporting Statements/ Interview
Experience of effective liaison with graduate recruiters, alumni or industry representatives, to create opportunities for students to engage with employers and enhance their career prospects.	Desirable	Supporting Statements/ Interview
Ability to communicate clear procedures, directions and information in a complex multi-faceted environment.	Essential	Interview
Ability to manage client relationships and encourage repeat business.	Essential	Interview
Ability to work independently and in a team, and have a calm, professional and flexible approach to work.	Essential	Supporting Statements/ Interview
Experience of monitoring and analysing data, statistics and performance measurements related to events or activities.	Desirable	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.