JOB DESCRIPTION
Vacancy Ref: N2691

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Recruitment and Teaching Coordinator</th>
<th>Present Grade: 5</th>
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</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Languages and Cultures</td>
<td></td>
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<tr>
<td>Directly responsible to:</td>
<td>Departmental Officer, Languages and Cultures</td>
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<td>Supervisory responsibility for:</td>
<td>Student ambassadors</td>
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Other contacts

Internal:
Department undergraduate (UG) and postgraduate (PG) admissions leads (where applicable); Head of Department; all academic and support staff in departments, student recruitment and outreach officer; student ambassadors; colleagues in central and faculty marketing and recruitment team; schools’ liaison representatives; careers service, Student Registry

External:
Prospective students, parents/guardians, advertising agencies, schools and service providers for outreach activities, representatives of external suppliers, and contacts in other HEIs.

Major Duties:

To provide a high standard of administrative support for all aspects of the department’s student recruitment, conversion and marketing activity. Duties will include:

- Supporting the Department in developing creative and cost-effective activities and projects to raise the profile and encourage students to apply for and study courses at Lancaster University.

- Under the direction of the UG Admissions Officers and line manager, develop a programme of activities and events to facilitate the recruitment of students as prioritised by the department.

- Liaising with departmental colleagues in the organisation of departmental offer holder events and the contribution to University-wide open days.

- Liaise and build strong sustainable links with key school contacts, teachers, departmental and wider university colleagues to raise awareness of courses and subject.

- To provide support for in-house recruitment events ensuring all logistical arrangements, including room and accommodation bookings, hospitality and travel arrangements are in place. Liaising with the Department safety officer to ensure safety related issues are in place.

- To provide accurate information, advice and guidance to prospective students about courses and the UCAS process.

- Support external recruitment activities at schools, other external organisations and HE recruitment events. This includes attending the event(s) if required.
To support the departmental website and social media sites within the Department and ensure they are updated at regular intervals liaising with Faculty support as required.

To act as secretary for any relevant committees, working closely with the Chair to ensure the effective running of the committee and the follow up of agreed actions.

Collate, organise and prepare suitable material to be used in Departmental recruitment/marketing including print and digital, working closely with relevant academic staff; coordinate and review departmental literature, including monitoring its use and impact, and develop strategies for improvement.

Liaise with artwork designers, photographers and printers as required to ensure high quality publications are produced.

Managing any associated student staff, relating to recruitment activities.

To provide support for Departmental Postgraduate Research activities. Duties will include:

To support the Director of Postgraduate Studies in and undertake promotional and recruitment and conversion activities for the postgraduate programmes, including first point of contact for enquires, the composition/updating of promotional literature and website information (via the University’s contents management system), social media/’keeping warm’ activities, and open days/departmental briefing sessions and to attend Faculty PG Recruitment and Conversion committee meetings.

Act as first point of contact for information, advice and administrative support to postgraduate students, and referral to the Director of Postgraduate Studies and/or university agencies, as appropriate.

Maintenance of postgraduate student records

To provide administrative advice/support for postgraduate activities/events, such as PG Work in Progress / Translation seminars / PGR conference and Translation conference and to oversee postgraduate Newsletters and PG Social media (Twitter)

To update and maintain information relating to the Department’s postgraduate programmes, including the student handbook and study guides, iLancaster / Courses handbook / Course search in consultation with the Director Postgraduate Studies and PGT Coordinator.

Any other duties appropriate to the role, as required by the line manager.