**Job Title:** Student Recruitment and Conversion Assistant  
**Present Grade:** 4

**Department/College:** Faculty of Science and Technology (FST)

**Directly responsible to:** Student Recruitment and Conversion Officer

**Other contacts**

**Internal:** Department undergraduate (UG) and postgraduate (PG) admissions leads (where applicable); academic and support staff in departments, student recruitment and conversion officer; student ambassadors; colleagues in central and faculty marketing and recruitment team;

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

**Major Duties:**
To provide administrative support for FST departments’ student recruitment, conversion and marketing activity. Duties will include:

- Assist with the planning and running of large scale events
- Provide support with the writing of personalised introductory letters to UG and PGT offer holders for FST departments
- Support communications with UG interviewees and co-ordinate paperwork for the interviewers
- Support a variety of projects such as market research and data capture

**Learning outcomes and skills**
After 6 months, the role holder will gain experience in the following areas:

- Experience of student recruitment activities
- Build relationships with a range of stakeholders
- Improved communication skills
- Event support/management skills
- Market research/insight awareness
- Project management skills
- Report writing skills
- Understanding departments within the Faculty and pulling together information for cohesive working