**JOB DESCRIPTION**

**Student Recruitment Assistant, Global Recruitment Office (GRO)**

Vacancy Ref: N2938

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Student Recruitment Assistant</th>
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<tr>
<td><strong>Present Grade:</strong></td>
<td>4S</td>
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<tr>
<td><strong>Department/College:</strong></td>
<td>UK Student Recruitment; Recruitment, Admissions and International Development</td>
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<tr>
<td><strong>Directly responsible to:</strong></td>
<td>Student Recruitment Officers and/or UK Student Recruitment Manager</td>
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<td><strong>Supervisory responsibility for:</strong></td>
<td>N/A</td>
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**Other contacts**

- **Internal:** Other UK recruitment team members, International Recruitment team, Outreach and Student Success team, professional services, academic departments and faculties
- **External:** Sixth form students, their parents and supporters, teachers and careers advisers

**Purpose of the role:**

To promote and inform prospective applicants about the ‘Lancaster University student experience’, by visiting and delivering presentations and activities in schools and colleges in target areas across the UK as part of the University’s student recruitment strategy.

**Principal duties:**

- Plan, arrange and carry out in person and virtual visits to schools and colleges in identified geographical target regions throughout the UK, to deliver activities and presentations from a student perspective, to potential applicants about a range of topics. Topic areas to include: student finance; the ‘Lancaster student experience’; applying to university; choosing a university and course and more.
- Work with other Student Recruitment Assistants and Student Recruitment Officers to develop interactive activities and materials, appropriate to the target audiences, and tailored to the needs of schools and colleges.
- Build upon and maintain the relationships already developed with schools and colleges in identified target regions by contacting them to arrange further visits and follow-up activities as appropriate.
- Support the expansion of the number of target schools and colleges. This will involve assistance with targeting, and contacting/ liaising with identified schools and colleges in new geographic areas.
- Contact new schools and colleges to offer visits, talks and activities. Keep accurate records of visits which have taken place, in order to be able to monitor and evaluate impact.
- Maintain records of feedback from the schools and colleges which have been visited.
- Prepare relevant reports about the activities undertaken.
- Assist with and support the wider student recruitment and outreach team with a range of Higher Education recruitment events and activities, on-campus and throughout the UK, both undergraduate and postgraduate. This can include large undergraduate UCAS/UKUS conventions, smaller recruitment events in individual schools and colleges, University Visit Days and subject specific events (on-campus and in school), as well as other appropriate recruitment events that may be identified during the course of the year.
- Contribute to other relevant duties and activities as may be identified by the Head of Student Recruitment and Widening Participation or other senior managers within the recruitment and outreach teams.

Any other duties, appropriate to the grade, as required by the Head of UK Student Recruitment and Widening Participation.