## JOB DESCRIPTION

**Placements and Internships Coordinator (secondment cover)**

**Vacancy Ref:**

<table>
<thead>
<tr>
<th>Job Title: Placements and Internships Coordinator</th>
<th>Present Grade: 5</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Faculty Office, Faculty of Arts and Social Sciences (FASS)</td>
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<td><strong>Directly responsible to:</strong> Faculty Placements Officer</td>
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<td><strong>Supervisory responsibility for:</strong> N/A</td>
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**Other contacts**

**Internal:** Faculty staff engaged in employability and placement activity, departmental academic and administrative staff, Careers and Employability Consultant, Careers, colleagues in Research and Enterprise Services and Central Services, and undergraduate students.

**External:** Prospective and existing placement year hosts for students, organisations (including businesses) providing placement opportunities and partner organisations mediating placements.

**The Role:**

The post holder will support undergraduate placement year activity within FASS in line with the Faculty’s strategic objectives.

**Major Duties:**

- To work closely with members of the Placements Team and wider Faculty to ensure the smooth delivery of the placement year programme, ensuring all required tasks are carried out efficiently;
- To provide a professional initial point of contact for current and potential students, via our shared email inbox, telephone and in-person. To proactively signpost students towards relevant resources and information; triaging queries where appropriate, and escalating issues to line manager where necessary;
- To maintain and develop efficient processes for student records, including coordination of academic records (student attendance, visa compliance checks, collection of assignments, recording of grades on the University system LUSI), maintaining and updating Moodle spaces, and coordinating MS Teams groups for teaching groups and student support;
- To provide clerical and administrative support including: word processing, formatting documents, preparing written communication; preparation of reports and spreadsheets; preparation of marketing materials;
- To maintain effective communication with academic staff and professional staff within departments regarding placement year processes and student records;
- Co-ordinate updates and calls with employers or hosts to monitor students on placement. Ensure accurate and timely management of monitoring forms. Gathering post-placement evaluation data from hosts and students;
- To advertise placement vacancies and opportunities to students via a range of media including our Facebook page, blog, Moodle, TARGETconnect, targeted emails and newsletters; to assist in the marketing and promotion of the service, resources available, opportunities and events;
- Application, and sharing good practice, of Health & Safety and risk assessment procedures relating to placements and their effective monitoring and review (complementing those established by the University Safety Office);
- Any other duties consistent with the nature and grading of the role as agreed by the Faculty Placements Officer and/or Student Experience Manager.