

**THE UNIVERSITY OF NOTTINGHAM**  
**Recruitment Role Profile Form**

**Job Title:** Student Recruitment Co-ordinator

**School/Department:** Student Recruitment Team

**Job Family and Level:** Administrative Professional & Managerial Level 3

**Contract Status:** Permanent

**Hours of Work:** 36.25 hours per week

**Location:** External Relations

**Reporting to:** Hannah Lewis – Senior International Relations Manager  
Jeremy Burgess – Deputy Director of Student Recruitment (International)

**Purpose of the Role:**

To oversee the organisation of International Student Recruitment Team; co-ordinating the office, dealing with HR, Finance and other professional services appropriately. The Student Recruitment Co-ordinator will also supervise a team of four part-time receptionists.

Leading on operational, financial and administrative tasks, supporting extensive inbound and outbound travel activity; the supervisor will play a key role in this successful team. They will be expected to maintain good relationships with Student Recruitment colleagues, External Relations and across the wider University.

	<b>Main Responsibilities</b>	<b>% time per year</b>
1.	<p><b>To oversee the organisation and fabric of the office including amongst other things:</b></p> <ul style="list-style-type: none"> <li>• In liaison with Finance, Human Resources and other professional services as necessary, dealing with general office staffing matters as they arise, including managing the appointment processes for temporary staff, student helpers and new appointments</li> <li>• Supporting senior colleagues with the induction process for new staff</li> <li>• Ensuring office wide procedures for leave and other HR related matters are implemented in a consistent fashion, seeking advice from HR when necessary</li> <li>• Overseeing general office organisation, including: post, equipment, stationary, gifts, furniture and general space matters</li> <li>• Acting as Safety Officer to the ISR team</li> </ul>	25%
2.	<p><b>Operational finance lead:</b></p> <ul style="list-style-type: none"> <li>• General oversight/co-ordination of the team budget with specific responsibility for a series of designated budgets</li> <li>• Paying invoices, requesting transfers, requesting order numbers</li> </ul>	25%

	<ul style="list-style-type: none"> <li>relating to team expenditure. Setting up new account codes.</li> <li>Keeping the teams' financial tracking information up to date to enable spend to be measured against budget allocations and dealing with the end of year financial return.</li> <li>Processing timely payment of annual agent commission</li> <li>Act as key liaison with the University's central finance team</li> <li>Managing office petty cash</li> </ul>	
3.	<p><b>Team Supervision:</b></p> <ul style="list-style-type: none"> <li>Supervising a team of four part-time receptionist including organising the rota, cover arrangements and how the reception is managed</li> </ul>	10%
4.	<p><b>Enquiry Management:</b></p> <ul style="list-style-type: none"> <li>Assisting with office wide distribution of international student and agent enquiries, using the CRM system, or regional email accounts</li> <li>Together with the team of receptionists oversee the online prospective inbound student visits process</li> <li>Support the International Marketing Officer with the organisation of the International Student Call campaign</li> </ul>	10%
5.	<p><b>Supporting the International Recruitment. This includes but is not limited to:</b></p> <ul style="list-style-type: none"> <li>Organise bookings concerning overseas recruitment fairs. Dealing with paper work, invoices and communicating with the organisers.</li> <li>Booking travel/ hotels/ transfers and supporting visa applications</li> <li>Provide colleagues with travel briefing packs prior to departure</li> <li>Assisting with appointment set up and follow up</li> <li>Ordering promotional material to be freighted to the recruitment fairs and ensuring it is delivered to venues.</li> <li>Planning freight to ensure best value and lack of waste. Keeping tracking information on freight deadlines, stock, spending and troubleshooting when required.</li> <li>Supporting the International recruitment colleagues in organising itineraries for inbound visitors and or events</li> <li>Arranging logistics such as visa invitation letters, accommodation, lunches, welcome packs, gifts etc.</li> <li>Ensuring internal colleagues are well briefed</li> <li>Hosting visitors to the University when appropriate.</li> </ul>	20%
6.	<p><b>Personal Assistance</b></p> <p>Providing ad-hoc personal support for the Deputy Director, and other senior colleagues where required: including diary management, arranging video conferences, booking and arranging travel</p>	5%
7.	<p><b>Recruitment support</b></p> <p>Willingness to support colleagues within the international recruitment team during busy periods, this may include:</p> <ul style="list-style-type: none"> <li>Maintaining paper and electronic files</li> <li>Taking minutes and assisting with admin tasks</li> <li>Taking clearing and adjustment calls</li> <li>Occasional attendance at UK recruitment events</li> <li>Any other duties commensurate with the level of the post</li> </ul>	5%

### Knowledge, Skills, Qualifications & Experience

	<b>Essential</b>	<b>Desirable</b>
<b>Skills/Training</b>	<ul style="list-style-type: none"> <li>• HNC/HND in relevant subject or broad substantial relevant experience in a similar role</li> <li>• Excellent written and spoken communication and an ability to communicate effectively with people at all levels</li> <li>• Ability to handle confidential or sensitive information</li> <li>• Ability to work under pressure to a tight timetable and to prioritise tasks as appropriate</li> <li>• Excellent IT skills (Proficient in Microsoft Office)</li> </ul>	<ul style="list-style-type: none"> <li>• Database management experience</li> <li>• Experience of finance systems</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy office environment</li> <li>• Considerable administrative experience</li> <li>• Experience of financial and budget administration</li> <li>• Flexible and adaptable nature</li> <li>• Experience of working/responding independently and dealing with unforeseen problems and circumstances</li> <li>• Proven skills and experience of prioritising own workload</li> <li>• Ability and experience of working on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working at a Higher Education Institution</li> <li>• Experience of arranging overseas activity</li> <li>• Cross cultural sensitivity</li> </ul>

<b>Head of School/Department (or nominee):</b>	Hannah Lewis
<b>Date completed:</b>	31 <sup>st</sup> August 2017