

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Student Recruitment & Marketing Administrator EHA1295-0421

Reporting to: Student Recruitment Operations Manager

Accountable to: Director of Student Recruitment & Administration

The Post

The post holder will provide key administrative support for a variety of initiatives designed to support student recruitment. The post holder will be an initial point of contact for a range of internal and external people and agencies. The post holder will be expected to develop and maintain an up-to-date, accurate set of information about the service we offer internally and to external partners.

The role is also critical in providing administrative support to the service managers, including budget, diary, database and materials functions as well as administration support for special projects.

Duties and Responsibilities

1. To oversee financial administration across the wider service area by generating and receipting orders, tracking spend against budgets, liaising with suppliers and supporting senior service managers with the preparation, presentation and monitoring of annual budgets.
2. To be responsible for the administration of a large volume of student pay, processing claims in a timely way and keeping records of payments. The post holder will also be responsible for maintaining a training record for student workers to ensure they are up to date and competent in working on behalf of the Student Recruitment Team.
3. To be responsible for collating and processing overtime forms from a range of colleagues from across the Institution in relation to open days and other recruitment events. The role will also have responsibility for processing payments for visiting staff, including liaising with external contacts and colleagues.

4. To support managers from across the team with a range of HR-related matters including: Coordinating interview arrangements on behalf of managers, leading on Departmental inductions and handbooks, keeping records of probation and performance review dates and ensuring staff meet those deadlines.
5. To support managers with a range of Health and Safety matters on behalf of the team including identifying staff development needs in relation to safe working and carrying out work station assessments and other risk assessments.
6. To provide administrative support to a range of high profile events including open days, visit days and residentials, as well as administration for internally facing events such as Admission Tutor Networks and other briefings on an ongoing basis.
7. To provide direct administrative support to senior staff in the Department, including diary management and the preparation of meeting papers.
8. Work in partnership with administrators and senior managers across Recruitment and Marketing to assist the efficient and effective administration of support functions.
9. To actively coordinate team working across Services and to provide general administrative support across Recruitment activity, working flexibility to development the Service.
10. To undertake other appropriate duties as required by the Director of Student Recruitment & Administration.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 2, Points 7-11
£18,009 - £19,612 per annum

Hours: 25 hours per week

Flexible working pattern to be agreed with the successful candidate

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Student Recruitment & Marketing Administrator EHA1295-0421

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Minimum of three good A Levels and GCSE English, Maths and Science or equivalent	*		A
2	Degree or equivalent professional qualification		*	A
3	Evidence of continuous professional development	*		A
Experience and Knowledge				
4	Significant previous experience of administration in Higher Education or a similar environment	*		A
5	Understanding of committee operation, including excellent minute and report writing skills	*		T
6	Knowledge and experience of financial administration and keeping budgets	*		S, I, T
Abilities/Skills				
7	Ability to create and maintain Wiki/SharePoint sites	*		S
8	Ability to use Microsoft Office applications including Word, PowerPoint and advanced Excel functions	*		T
9	Excellent interpersonal and communication skills including presentation experience	*		S
10	Ability to work pro-actively and creatively	*		S
11	Ability to be self-motivated, work with flexibility and perform well under pressure	*		S, T
12	Excellent time management skills and the ability to deliver to strict and agreed deadlines	*		S, I, T
13	An excellent standard of written work and excellent attention to detail	*		A, T
14	Ability to build rapport and relationships with a wide range of colleagues, partners and stakeholders	*		S, I

*Method of Assessment

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.