

## Work Placement Opportunities

**Description:** Newcastle University has 3 work placement opportunities available in its International Office:

- 1 x International Student Mobility and Integration team
- 1 x International Relations and Partnerships team
- 1 x International Student Recruitment Operations team

The placements are designed for a student who requires a placement as part of their degree programme and who would be supported by the Erasmus Programme. The placements would be of particular interest to those students who intend to seek a career in the following areas; Higher Education Administration/Student Support; Marketing and Recruitment; Event Organisation and Management; International Marketing and Business

**Title:** Erasmus Student Assistant

**Length:** 12 months (one semester will be considered)

**Support:** Free en-suite accommodation will be provided in one of the University's Halls' of Residence.\* A cash alternative is not available.

**Scope:** Please see Work Placement Description

**Eligibility:** Applicants for the work placement must meet the following requirements:

- Be a current Undergraduate or Postgraduate student (Undergraduate students must have completed a minimum 2 years of higher education)
- Have C1 CEFR level in English
- Undertake placement as part of the Erasmus Programme
- Have experience of an office or customer service environment

**Application:** Applicants must submit:

- Curriculum Vitae
- 500 word personal statement detailing why they believe they are suitable for the placement and its purpose within their studies and for their future career plans
- Recent academic transcripts
- Proof of English Language ability
- Names and contact details of two referees
- Completion of Statements of Disclosure
- Shortlisted applicants must be willing to undertake an interview via Skype

**Applications must be submitted to [io.administration@newcastle.ac.uk](mailto:io.administration@newcastle.ac.uk)**

**Application Deadline: 30<sup>th</sup> April 2019**

**Placement Start Date: August/September 2019**

\*The accommodation will be an en-suite study bedroom situated in a Postgraduate Hall of Residence. It will be in a self-catered flat shared with other students.

## Work Placement Description

### Placement Details

**Placement Title**

Erasmus Student Assistant

**Hours per week**

37

**Service Unit**

International Office

**Effective Date**

February 2019

### General Duties and Responsibilities

To provide high quality support for activity within the International Office. Examples of possible activities include:

- Promotion of exchange programmes
- Recruitment Agent Liaison
- International meet-and greet services and orientation for international students
- Liaison with international partners
- Event organisation

Typical tasks undertaken in support of activities include:

- dealing with follow-up enquiries
- interaction with key contacts
- processing application forms
- maintaining databases and producing reports
- undertaking research
- support for on-campus event organisation
- web updates
- overseas event logistics
- market intelligence and statistics

Undertake general duties as agreed with the Line Manager to ensure the smooth functioning of the entire office.

Erasmus Student Assistant would be expected to undertake staff development training sessions deemed relevant and appropriate to the role.

Erasmus Student Assistant should act as an Ambassador for the International Office and Newcastle University.

Erasmus Student Assistant will be given the opportunity to complete an individual project alongside office support activities.

### **Individual Projects (a sample)**

- Undertaking data analysis for example to evaluate recruitment conversion trends
- Developing enquiry management resources
- To undertake promotion of international opportunities for existing Newcastle students
- To create profiles of international partners and other web appropriate materials
- To organise integration activities for the student community
- To contribute to an Internal Communications Project, disseminating key information to all stakeholders

### **Personal Outcome Dimensions of Work Placement**

On completion of the work placement the individual should be able to demonstrate the following knowledge, skills and experience:

- Evidence of substantial relevant office experience, particularly with an international dimension
- Knowledge of international markets
- An understanding of the major issues relating to international student recruitment and higher education
- Be a team player, able to initiate, develop and maintain productive working relationships
- Have good oral and written communication skills
- Able to manage a diverse and complex workload
- Creative approach to problem solving
- High level of literacy and numeracy , particularly in a second language
- Good IT skills and competence in the use of Microsoft Office
- Ability to work to tight deadlines with a high level of accuracy
- Excellent organisational skills and the ability to prioritise workload
- Strong customer-focused approach
- Collaborative and flexible work style, with evidence of the ability to work effectively as part of a team.
- Flexible attitude to the constantly changing demands of an international work environment
- Good interpersonal skills with the ability to communicate a positive impression of the organisation.

## Statements of Disclosure

Please state below any arrangements or adjustments we may need to make, should you be appointed, to ensure that you are not placed at a disadvantage because of a disability.

Do you have any unspent criminal convictions, within the meaning of the Rehabilitation of Offender Act 1974? If yes, please give details.

Under the Immigration, Asylum and Nationality Act 2006, the University has an obligation to ensure that all employees are eligible to work in the UK. Documentary evidence of eligibility to work in the UK will be requested for all candidates invited for interview. Please confirm whether or not you require permission from the Border Agency to work in the UK.