

Student Experience Assistant (Placement) **Newcastle University Business School** **Faculty of Humanities and Social Sciences**

The role

.....

Based in Newcastle University Business School, you will provide support to the Student Experience Team's core activities, especially those relating to student mobility. The role reports to the Business School's Education Assistant Manager (Student Experience) and will work closely with staff from across the Education and Engagement, Recruitment and Marketing Teams.

Key Accountabilities

.....

1. Developing promotional material for stage 1 and 2 students interested in placements and study abroad.
2. Developing material to support pre-departure sessions for placements and study abroad.
3. Supporting the administration of student mobility events and activities.
4. Market research, including conducting competitor analysis.
5. Providing general administrative support for the Student Experience team, which may include writing reports, preparing presentations, travel planning and logistics, writing minutes and organising meetings.
6. Occasional unsocial hours (evenings and weekends).
7. To carry out other duties, as defined by line manager, which support the successful achievement of Business School's vision, strategy and operations.

The Person (Essential)

Knowledge, Skills and Experience

1. Awareness and understanding of higher education issues especially in relation to student mobility (placements and study abroad).
2. Ability to manage large amounts of information and pay attention to detail.
3. Excellent verbal and written communication skills
4. Good I.T. skills, with a good working knowledge of Microsoft Office software packages
5. Numeracy skills with the ability to compile, interpret and report on statistical and financial data
6. Excellent verbal and written communication skills, including report writing.

Attributes and Behaviour

7. Ability to work independently and flexibly as part of a team, based on demands of the role.
8. Ability to prioritise own work efficiently in order to deal with multiple deadlines and priorities.
9. Demonstrable use of initiative and a creative approach to problem solving
10. Excellent interpersonal and communication skills

Qualifications

11. Grades A-C in English Language and Mathematics at GCSE (or vocational qualifications or equivalent)
12. Applicant must be stage 2 NUBS or NUL student in 2020-21, from a programme that allows UK intercalating year work placement.