

## 1 Advertisement

**Post Title:** Placements Coordinator (University of Sussex Business School)

**School/department:** Student Experience Division – Careers and Entrepreneurship

**Hours:** Full time or part time hours considered up to a maximum of 36.5 hours per week.

Requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 20448

**Salary:** starting at £24,144 to £27,396 per annum, pro rata if part time.

**Placed on:** 26 June 2023

**Closing date:** 10 July 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed.

**Expected start date:** As soon as possible.

We are seeking a motivated and organised team member to join our friendly team, to support the increasing number of Business School students who are interested in taking up one-year placements. You will be responsible for providing placement information and support to Business School students and staff, as well as communicating with placement providers.

Duties will include: responding to student, staff and employer enquiries; supporting and organising student staff (known as 'Connectors'); distributing placement information and promotional material; maintaining accurate records; and helping to coordinate events and other placement support activities. Organisation skills, flexibility, attention to detail and the ability to communicate effectively, both orally and in writing, are essential. Candidates must be IT literate with some administrative experience, and committed to a high level of service to students and staff.

For informal enquiries, please contact Emily Huns, [e.huns@sussex.ac.uk](mailto:e.huns@sussex.ac.uk).

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we warmly welcome applicants from all backgrounds.*

## 2. Division

### The Student Experience Division

The Student Experience Division provides a range of support services focused on improving the student experience, both directly to students and to colleagues in Schools and Departments. Further information is available at:

<http://www.sussex.ac.uk/schoolsandservices/professionalservices/student-experience>

### Careers and Entrepreneurship

Steered by the goals of the University's [World Readiness and Employability Strategy](#), the mission of the Careers and Entrepreneurship team is for all Sussex students to be 'world ready' on graduation. Co-creating with students and colleagues in academic schools, the team delivers engaging careers and entrepreneurship education, alongside a distinctive menu of real world learning opportunities to help students build skills, experience, confidence, and employer connections. Further information is available at: <https://student.sussex.ac.uk/careers/>.

### University of Sussex Business School

The University of Sussex Business School is a unique, research-focused, interdisciplinary school, which takes a strong, policy-based view on business practices, while also developing the underlying core disciplines.

The School is committed to the University's vision to understand and help address the grand issues of our time, by challenging conventional thinking and discourse, being creative and open in our approach and innovative in our methods in order to produce world-class research with impact. Further information is available at: <https://www.sussex.ac.uk/business-school/>

## 3. Job Description

### UNIVERSITY OF SUSSEX

Job Description for the post of: Placements Coordinator (Business School)

**Post Title:** Placements Coordinator (University of Sussex Business School)

**School/department:** Careers and Entrepreneurship (part of Student Experience Division)

**Hours:** Full time (requests for [flexible working](#) considered subject to business need)

**Contract:** permanent

**Salary:** starting at £24,144 to £27,396 per annum

**Reporting to:** Placements Officer (Business School)

**Responsible for:** some supervision of student staff (called 'Connectors')

#### **Purpose of the post:**

To support the increasing number of Business School students who are interested in taking up one-year placements. You will be responsible for providing placement information and support to Business School students and staff, as well as communicating with placement providers i.e. employers.

## **Key Responsibilities:**

### **1. Administration of placements**

- 1.1 Respond to enquiries from students, staff and employers regarding all aspects of Business School placements, escalating complex queries to line manager as appropriate.
- 1.2 Assist with marketing Business School placements, updating content on web, Canvas and social media
- 1.3 Provide administrative support to placement meetings, events, placement visits and quality assurance activity
- 1.4 Draw down reporting data from the Careers and Entrepreneurship management information system to feed into evaluation and planning activity
- 1.5 Steered by line manager, communicate information regarding placements to Business School students, academic staff and employers.
- 1.6 Monitor completion of student learning logs.
- 1.7 Assist with the process for student, staff and employer feedback on placements – requesting, chasing and collating information
- 1.8 Assist with the placements approval process, including the careful review and administration of forms from students and employers.
- 1.9 Update the database (CRM) and be responsible for recording data and maintaining documentation.

### **2. Student support**

- 2.1 Respond by email, phone and in-person to daily student enquiries about placements support and process
- 2.2 Assist with student engagement activity to maximise the number of students considering a placement year
- 2.3 Help coordinate student-facing events.
- 2.4 Help to support and coordinate student staff (called Connectors)

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

#### 4. Person Specification

##### SKILLS / ABILITIES

	Essential	Desirable
Good written communication e.g. to respond clearly, accurately and diplomatically to emails from students, staff and employers	X	
Organisation skills to meet priorities and deadlines, sometimes under time pressure	X	
Ability to plan own workload	X	
IT literate with the flexibility to learn new software	X	
Attention to detail (for record-keeping purposes)	X	
Good listening and information-giving skills e.g. to explain placement process clearly to students and staff	X	
Good team-working skills	X	

##### KNOWLEDGE

	Essential	Desirable
Knowledge of working in an HE environment		X

##### EXPERIENCE

	Essential	Desirable
Administrative experience	X	
Experience supporting university students		X

##### PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Commitment to providing high levels of service to students and staff	X	
Flexibility and a 'can do' attitude	X	
Willingness to instigate technological solutions to tasks to ensure smart and efficient working	X	