



1 Advertisement

Post Title: UK Student Recruitment Graduate Associate

School/department: UK Student Recruitment

Hours: Full time

Location: Brighton, UK

Contract: Fixed term, 1-year

Reference: 20648

Salary: £22,630 to £23,662 per annum

Placed on: 12 May 2023

Closing date: 30 May 2023

Expected interview date: 28th June 2023

Expected start date: End of August 2023

This vacancy is only open to University of Sussex graduates (those whose courses have now completed) from 2021/22 and 2022/23 at UG & PGT level in any discipline.

The UK Recruitment team are seeking a high-calibre graduate to join our friendly, supportive and successful team.

The role, which will require extensive travel throughout the UK, will develop skills in: public speaking, preparing engaging presentations, marketing and branding, social media management, staff management, and much more.

You'll be highly motivated, playing an important role in the UK Student Recruitment team, but also be able to work independently. You should have excellent communication, organisation and IT skills, and be able to deliver engaging and interesting presentations to a range of audiences.

This vacancy is part of the Sussex Graduate Programme, which offers work on campus with a professional services department. Develop your employability skills through genuine and meaningful work experience.

Please contact Craig Dove (c.dove@sussex.ac.uk) for informal enquiries.

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

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

2. The School/Division

Please find further information regarding the school/division at <https://staff.sussex.ac.uk/us/services/communication-marketing-advancement/recruitment>

3. Job Description

Job Description for the post of: Graduate Student Recruitment Assistant

Department: UK Student Recruitment

Section/Unit/School: Communications, Marketing and Advancement

Location: Bramber House

Grade: 3

Responsible to: Senior Student Recruitment Officer

Responsible for: During events, responsible for casually-paid student helpers

4. Purpose of the post

Create and deliver talks and workshops for a wide range of audiences, both on and off campus, for students, parents, teachers and careers advisors.

1. Plan and deliver presentations and workshops for a wide range of audiences, both on and off campus, including for students and their parents/carers, teachers and careers advisors.
2. Deliver presentations that are designed to promote the UK Higher Education system and the University of Sussex in a way that encourages target groups to apply to the University.
3. Initiate, plan and deliver new activities for groups. This will include planning material for a range of audiences including international students and widening participation students, parents/carers, teachers and careers advisors.
4. Keep abreast of changes in HE in order to provide up-to-date and relevant information on Sussex to our target audiences. This will include changes to the UCAS process and student finance arrangements, as well as University of Sussex specific updates.

Host regular campus tours for prospective students and their guests

5. Deliver campus tours for prospective students and their guests who are either unable to make it to a weekly tour, travelling from abroad, or unable to attend an Applicant Visit Day.
6. Provide tour support for other teams within the University, where appropriate.

Host visits to campus from school groups

7. Deliver activities for school groups in order to encourage interest in the University and promote HE generally.
8. As requested, coordinate a programme of events for school groups. Ensure that accurate pre-arrival information is sent out and suitable rooms, Student Ambassadors, and staff members are booked.
9. Liaise with teachers and careers advisors in organising on campus events to ensure effective and efficient delivery of bespoke programmes of activity. Act as the contact point for schools and colleges prior to, and throughout, the visit and ensure that the programme runs smoothly.
10. Liaise with academic colleagues to provide subject specific talks and workshops to incoming groups.

Support the administration of recruitment events

11. Provide logistical and administrative support to the Events Manager and Student Recruitment Managers for major recruitment events.
12. Deliver physical and virtual workshops, masterclasses and seminars to prospective students, their parents and their teachers.
13. Work with suppliers and external organisations to ensure effective delivery of materials to campus at the best possible price.
14. Work with other Professional Services to ensure campus-wide understanding of when events are to be delivered, and their constituent roles and responsibilities for those events.

Support the work of Communications, Marketing and Advancement through a range of administrative roles

15. Take an active role in prospective student and early applicant correspondence, so that enquirers receive appropriate, accurate and timely responses. This will include enquiries from international and home students.
16. Deal promptly and effectively with enquiries from prospective students who need information on a range of areas regarding their interest in Sussex (for example, by providing advice on student life and student services). This will include email, telephone and face-to-face enquiries.

17. Maintain the Student Recruitment database so that accurate reporting on the team's activity can take place.
18. Contribute to the development of the Division's recruitment strategy by participating in discussion and making recommendations about new and existing activities.
19. Provide other general administrative support, as directed by the Head of UK Recruitment, to ensure the efficient and professional operation of the Division of Communications, Marketing and Advancement.
20. Research and disseminate regular updates to UK Recruitment team meetings, including updates on the HE sector and the University specifically.

Support Student Recruitment Managers with Student Ambassador recruitment, training, and supervision

21. Assist with administrative duties as requested by the Student Recruitment Manager in Student Ambassador recruitment and training.
22. Take an active role in Student Ambassador interviews, assessing suitability for the role.
23. Assist in Student Ambassador training, leading sessions where appropriate.
24. Where necessary, supervise Student Ambassadors on school visits onto campus at the University and on Open Days and Applicant Visit Days.
25. Undertake HR Compliance training to ensure the team is working within UKVI legislation.

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.