

Job Description

Job Title: Student Recruitment and Marketing Assistant
Ref No: MKG522
Campus: Hendon
Faculty/Service: Student Recruitment, Marketing and Communications
Grade: 4
Salary: £28,840 per annum rising to £32,335 incrementally each year inclusive of Outer London Weighting
Hours: 35.5 hours per week. Actual daily hours by arrangement.
Period: Permanent

Reporting to: Head of Marketing & Content

Reporting to Job Holder: N/A

Overall Purpose:

The purpose of this role is to support the work of the UK student recruitment, marketing and content and admissions teams. This will include a broad range of administrative support, along with support with a variety of operational delivery across the teams. The post-holder will have responsibility for logistical arrangements, liaising with internal and external suppliers and ensuring smooth and efficient operations.

It is a critical underpinning role which will play an important part in enabling the department to deliver against critical student recruitment and operational targets.

Principal Duties:

Operational support

- Organise the logistics related to the broad range of activities of the department.
- Coordinate internal and external relationships.
- Support with data collection and feedback.
- Prepare presentations for team delivery.
- Liaise with colleagues across the department to support the work of all teams.

General administrative support

- Support the efficient operation of allocated budgets by processing orders and expenses and updating budget spreadsheets and records as required. This will require using the University finance system and Excel spreadsheets.
- Provide managers with budget reports as and when required.
- Liaise with Finance in relation to budget operation.
- Process HR related activity including staff recruitment and leaver processing and employment of ambassadors.

- Coordinate and input generated leads where they require manual inputs.
- To provide administrative support to the Director and Assistant Director as and when required.
- To organise and manage meetings including taking minutes, organising papers, booking rooms and managing diaries.

Additional requirements

- This role will require some support with delivery with activities and events, this will involve attendance on campus and travel to schools and colleges.
- Due to the annual recruitment cycle there are key times of the year when annual leave will not be allowed and presence on campus will be expected. These are: Open days, offer holder days, first two weeks of Clearing in August.
- This post will also require occasional evening and weekend work as the demand is determined by the partners we work with.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Job Title: Student Recruitment and Marketing Assistant

Your supporting statement on your application form will be assessed to see how you meet each of the following selection criteria.

SELECTION CRITERIA:

Essential

- Educated to A2 (A Level) or equivalent level or above, or equivalent work experience.
- Experience of an administrative role in an office-based setting.
- Experience of organising logistics for complex events and activities.
- Experience of budget record keeping using Excel.
- Ability to work independently and as part of a team.
- Able to work to deadlines and manage multiple tasks.
- Excellent communication skills, both written and verbal.

Desirable:

- Experience of working in UK higher education.
- Experience of processing HR related documentation.
- Experience of meeting coordination and servicing.

Equality Diversity and Inclusion

Essential:

- Demonstrable commitment to fairness and the principles of equality and inclusion.

Terms and Conditions

Diversity

We value diversity and strive to create a fairer, more equitable work environment for our staff and students. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

Flexibility

Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

MU Services Limited

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff. All University professional services staff job descriptions, policies and procedures and the University Professional Services Staff Handbook will apply to both Middlesex University staff and MU Services Limited staff during their employment, unless where expressly stated otherwise. Staff will remain with their current employer, unless they move to an academic or academic related role.

Annual Leave

30 days per annum plus eight Bank Holidays and seven University Days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Travel to Hendon Campus

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Public Transport

Our Hendon Campus is well served by public transport with buses, London Underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location map to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

Parking

There are currently Regular Parking Permits and Pre-Paid Parking options available to new joiners. Further details are available on the Travel and Transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

Parking for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

What Happens Next?

If you wish to apply for this post, please return to the portal and click on Apply Online.

If you wish to discuss the job in further detail please contact Vicky Whitehouse, Head of Marketing and Content, v.whitehouse@mdx.ac.uk