



### **Work Placement Opportunity**

Newcastle University has a work placement opportunity available in its International Office. The placement is designed for a student who requires a placement as part of their degree programme and who would be supported by the Erasmus Programme. The placement would be of particular use to those students who intend to seek a career in the following areas: Higher Education Administration/Student Support ; Marketing & Recruitment; Event Organisation & Management; International Marketing & Business

**Title:** International Office Student Assistant (Work Placement)

**Length:** 38 weeks *or* 49 weeks (We will consider suitable candidates for a 6 month placement if we have suitable applicants for 2 separate 6 month periods)

**Support:** Free en-suite accommodation will be provided in one of the University's Hall's 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 high level of fluency in written and spoken English
- Undertake placement as part of the Erasmus Programme
- Have experience of an office or customer service environment
- Be a national of an EU or EEA country

**Application:** Applicants must submit:

- Curriculum Vitae
- 800 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 a telephone/video conference interview

**Application Deadline: Monday 16<sup>th</sup> April**

**Placement Start Date:** To be negotiated

\*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

International Office Student Assistant

#### Hours Per Week

37

#### Service Unit

International Office

#### Faculty / Central Services

Marketing & Communications Directorate

#### Effective Date

July 2012

### General Duties and Responsibilities

1. To provide high quality support for activity/projects within the International Office.

Examples of activities/projects include:

- Student exchanges and Study Abroad Partnerships
- Recruitment Agent Liaison
- Short course/overseas collaboration
- Publications
- International meet-and greet services and orientation for international students

Typical tasks undertaken in support of activities/projects include:

- dealing with follow-up enquiries
- telephone and e-mail interaction with key contacts
- dealing with application forms
- maintaining databases and producing reports
- undertaking research
- making arrangements for occasional large events
- up-dating web templates/pdf documents
- support in the organisation of overseas visits

2. To undertake general duties as agreed with the Office Manager to ensure the smooth functioning of the entire office.
3. To maintain appropriate records to ensure on-request retrieval at all times, archiving old information according to agreed principles.
4. To assist with overseas visit arrangements for International Office staff and other university staff.
5. To assist with arrangements for visitors to the University on International Office business.

### **Individual Projects**

- To undertake research which provides background information on prospective partnership organisations.
- To assist in the planning and organisation of incoming visits by prospective partner organisations.
- To be responsible for customising and organising static University Prospectus material, in support of overseas recruitment visits.

There will also be the opportunity to undertake Staff Development Training Sessions if deemed relevant and appropriate. The successful applicant will also be able to use the University's Language Resource Centre to access language support materials.

### **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 situation
- Good interpersonal skills with the ability to communicate a positive impression of the organisation.

Applications should be submitted to:

Dimitra Boutsoukis/Tonia Cook  
International Office  
Newcastle University  
King's Gate  
Newcastle upon Tyne  
NE1 7RU  
UK



Enquiries:

study.abroad@ncl.ac.uk

### 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.

Name:

Signature:

Date: