

## **Job Description**

<b>Position:</b>	International Officer
<b>AG/Service:</b>	Marketing and Recruitment
<b>Reference:</b>	MC-011/P
<b>Grade:</b>	AC1/Grade 6
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time – 36.25 hours per week
<b>Responsible to:</b>	Associate Director of Marketing and International Recruitment
<b>Responsible for:</b>	N/A

### **Main Function of the Post:**

To undertake a range of activities to support the recruitment of international students to the University of Bolton.

### **Principal Duties and Responsibilities:**

1. To work with the Associate Director of Marketing and International Recruitment to support the recruitment of international students to the University of Bolton.
2. To undertake the full range of recruitment activities overseas on behalf of the University, this will include, developing and delivering a marketing plan, visit preparation, management of in-country events, agent and sponsor management, follow-up on the visits and the production of visit reports.
3. The post-holder will have specific responsibility for designated countries and will manage the recruitment budget allocated to those countries.
4. Support the development and production of publications, both in print and online within the University of Bolton corporate guidelines.
5. To develop and maintain good working relationships and practices with the academic schools, marketing, admissions and other staff in the team and University.
6. When required assist with the processing of student applications including academic assessment/making offers, student counselling and data processing (using the SITS database).
7. To support the functions of the University when practicable for example, welcoming visitors, supporting students and other promotional activities related to the recruitment and admission of students.
8. To represent Marketing and Recruitment and/or the University as appropriate at both internal and external meetings, seminars and conferences.

9. To contribute to the development of the Marketing and Recruitment strategy and in particular the International Strategy.
10. Be flexible working including evenings and weekends, as required, for example, to attend and participate in work-related training and staff development activities, which may take place off campus and involve an overnight stay or contribute to University Open Days.
11. Able to establish collaborative relationships with colleagues across the University and external/partners & employers.
12. Ensure and maintain the integrity of data entered in the University Information Systems.
13. Carry out personal and professional development as appropriate to the requirements of the role.
14. To carry out other duties as required, commensurate with the scale of the post.

**Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

## Person Specification

<b>Position:</b> International Officer		<b>Reference:</b> MC-011/P	
<b>School/Service/Centre:</b> Marketing and Recruitment		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2/3)</b>	<b>Method of Assessment</b>
<b>1 Qualifications</b>			
1 a)	A good honours degree within a subject related field or equivalent	1	Application Form/Documentation
1 b)	A post graduate qualification	2	Application Form/Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Awareness of the requirements associated with operating within a customer service environment	1	Application Form/Interview
2 b)	Excellent ICT skills and the ability to use standard Microsoft Office packages	1	Application Form/Interview /Presentation
2 c)	Knowledge on internal education systems and qualifications	1	Application Form/Interview
2 d)	Excellent communication skills, both written and oral, to communicate effectively with internal colleagues and external customers at all level	1	Application Form/Interview /Presentation
2 e)	Knowledge, understanding and sensitivity to regional cultures	1	Application Form/Interview
2 f)	Strong presentation skills and the ability to influence others	1	Application Form/Interview /Presentation
<b>3 Experience</b>			
3 a)	Experience of international and/or student recruitment within a HE or FE environment	1	Application Form/Interview
3 b)	Experience of undertaking representational duties	1	Application Form/Interview
3 c)	Experience of managing budgets	2	Application Form/Interview
3 d)	Marketing and/or PR experience	1	Application Form/Interview
3 e)	Experience of student admissions	2	Application Form/Interview
3 f)	Production of copy for publications, hard copy or web, to a high standard	1	Application Form/Interview
<b>4 Personal Qualities</b>			
4 a)	Ability to work effectively and prioritise when faced with the pressures of volume of work and time restrictions	1	Interview
4 b)	Able to work independently with minimum supervision	1	Interview
4 c)	Good team player, flexible and co-operative	1	Interview

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4 d)	Able to undertake significant travel overseas and work outside standard office hours	1	Interview
4 e)	An understanding of and interest in other cultures	1	Interview
4 f)	Able to show sensitivity to individual differences and uphold the University's Equal Opportunities and Diversity policies	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Hold a full clean driving license.	1	Application Form/Interview /Documentation
5 c)	Able to work flexibly including evening and weekend working in order to meet the demands of the role	1	Interview
5 d)	Awareness of the principles of the Data Protection Act, Freedom of Information Act and Bribery Act	1	Interview
5 e)	Awareness of the requirements of Health & Safety within the work environment	1	Interview
5 f)	Awareness of the requirements of UKBA	1	Interview

**Note:**

1. **Priority 1** indicates **vital** criteria - a candidate would be unsuccessful if unable to satisfy a Priority 1 criteria.
2. **Priority 2** indicates **desirable** criteria - candidates failing to satisfy a number of these are unlikely to be successful.
3. **Priority 3** indicates criteria **not specifically required** for the post but in a competitive situation may be used to select candidates who cannot be separated on priorities 1. and 2.