



Work Placement Opportunities

Description: Newcastle University has 2 work placement opportunities available in its international divisions (1 x International Recruitment Operations; 1 x International Student Mobility and Integration). The placements are designed for a student who requires a placement as part of their degree programme and who would be supported by the Erasmus Programme. The placements would be of particular use to those students who intend to seek a career in the following areas; Higher Education Administration/Student Support; Marketing and Recruitment; Event Organisation and Management; International Marketing and Business

Title: International Student Assistant / Erasmus Student Assistant (Work Placements)

Length: 6-12 months (please indicate your preference on your application)

Support: Free en-suite accommodation will be provided in one of the University's Halls' 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 C1 CEFR level in English
- Undertake placement as part of the Erasmus Programme
- Have experience of an office or customer service environment

Application: Applicants must submit:

- Curriculum Vitae
- 500 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 an interview via Skype

Application Deadline: 1 July 2018

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 Student Assistant / Erasmus Student Assistant

Hours per week

37

Service Unit

International Office / Student Mobility and Integration

Faculty / Central Services

International Directorate / Student Wellbeing Service

Effective Date

Sept 2018

General Duties and Responsibilities

1. To provide high quality support for activity/projects within the international divisions. Examples of possible activities/projects include:
 - Promotion of exchange programmes
 - Recruitment Agent Liaison
 - International meet-and greet services and orientation for international students
 - Liaison with international partners
 - Event organisation

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
 - market intelligence and statistics
 - campus tours for potential international students
2. To undertake general duties as agreed with the Line Manager to ensure the smooth functioning of the entire office.
 3. To assist with overseas visit arrangements for staff in the international divisions.
 4. To assist with arrangements for visitors to the University on international business.
 5. To undertake staff development training sessions deemed relevant and appropriate to the role.

Individual Projects (a sample)

- To undertake research and marketing support for international recruitment operations
- (with appropriate supervision and support) To undertake planning and organising of “remote” recruitment activities (including production of marketing materials, logistical support and remote staff training).
- To undertake promotion of international opportunities for existing Newcastle students
- To create profiles of international partners and other web appropriate materials
- To organise integration activities for the student community
- To contribute to the preparation of an International Partnerships database.
- To contribute to an Internal Communications Project, disseminating key information to all stakeholders

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 must be submitted by email to: erasmus@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.