



### Work Placement Opportunities

Newcastle University has 3 work placement opportunities available in its international divisions (2 x International Office; 1 x International Student Mobility & 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 & Recruitment; Event Organisation & Management; International Marketing & Business

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

**Length:** 38 weeks *or* 49 weeks (a 6 month placement may be considered for an exceptional applicant)

**Finance:** A supportive bursary may be available for 6 months for those applicants appointed for the 12 month placement, and who only receive part Erasmus funding from their home institution.

**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 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 an interview via Skype

**Application Deadline: Friday 26<sup>th</sup> May**

**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

**Hours per week**

37

**Service Unit**

International Office/Student Mobility & Integration

**Faculty / Central Services**

International Directorate/Wellbeing Service

**Effective Date**

September 2017

### General Duties and Responsibilities

1. To provide high quality support for activity/projects within the international divisions. Examples of possible activities/projects include:
  - Recruitment Agent Liaison
  - Publications
  - 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 a designated area geographic region or programme (TBC).
- (with appropriate supervision and support) To undertake planning and organising of “remote” recruitment activities for designated region (including production of marketing materials, logistical support and remote staff training).
- To assist with desk based recruitment conversion activities – including assisting with scholarship applications for designated region.
- 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 should be submitted to:

Tonia Cook  
Student Mobility Team  
Newcastle University  
King's Gate  
Newcastle upon Tyne  
NE1 7RU  
UK

Enquiries:

[tonia.cook@ncl.ac.uk](mailto:tonia.cook@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.