### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>International Student Recruitment Intern</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Directorate of Marketing and Communications</td>
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<tr>
<td>Job type</td>
<td>Internship, part-time</td>
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<td>Grade:</td>
<td>2</td>
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<tr>
<td>Accountable to:</td>
<td>Nathan Whittaker (International Student Recruitment Regional Manager)</td>
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#### Purpose of the Post

Working together with an International Student Recruitment Regional Manager, International Recruitment Interns play a central role in assisting the implementation of marketing and recruitment activities to maximise recruitment of international students. At the same time International Recruitment Interns will contribute to the wider range of promotional activities undertaken by Royal Holloway in support of student recruitment.

Post holders will be expected to work a minimum of 7 office hours per week, spread over two days. This is a flexible arrangement and working days can be tailored to your study commitments. Occasionally, additional work may be requested outside of these hours, but will not exceed the 20 hour a week restriction for all students at Royal Holloway.

International Student Recruitment Interns will have a very broad remit and should be able to demonstrate excellent communication and organisational skills. It is essential that post holders will be able to convey their enthusiasm for both Royal Holloway and the United Kingdom as a study destination. They should have a strong knowledge of the UK Higher Education system and of the procedures for International Students applying to academic programmes at Royal Holloway.

#### Key Tasks

1. Provide input into specific projects relating to the post holders own experience, including developing marketing resources and providing support in specialist areas.

2. Provide a student focussed input into online marketing by generating content for profiles, videos, quotes and tips on various areas of student life. The International Student Recruitment Intern will also act as a link between Marketing and Communications and the wider student community to ensure a diverse range of current students can be involved in our work.

3. Monitor and contribute towards online social media activities specifically targeted at enquirers, applicants and offer holders in assigned markets.
4. Communicating with a network of educational agents within an assigned market. This includes the preparation of newsletters and updates relevant to international markets.
5. Responding to enquiries and requests from educational agents, particularly related to commission payments.
6. Assist with delivery of online presentations (webinars) on various aspects of the international student experience at Royal Holloway.
7. Provide occasional assistance, if required, to the Admissions section of the Directorate in relation to basic administrative work and responses to prospective student queries.
8. Maintaining and updating international schools, universities databases and Agents’ database.
9. Engage in desk research, contributing to ideas for new projects and recruitment plans.
10. Assist with the logistical aspect of student recruitment including the preparation and dispatch of freight to international markets and conducting stock checks.
11. Assist with the organisation of visits from external parties, including potential applicants, educational agencies and partner organisations.
12. Contribute to the ongoing development of international student ambassadors.
13. Any other duties as required by the line manager and commensurate with the grade.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.