JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Schools and Colleges Administration Assistant</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Marketing and Communications</td>
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<tr>
<td>Grade:</td>
<td>RHUL 4</td>
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<tr>
<td>Accountable to:</td>
<td>Schools and Colleges Liaison Manager</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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Purpose of the Post

The student recruitment section of the Directorate of Marketing and Communications combines the areas of UK, international student recruitment and Widening Participation. The post of Schools and Colleges Administration Assistant is located in the UK Student Recruitment (Education) team, however works across the wider Directorate on student recruitment activities.

The Schools and Colleges Administration Assistant is a key role in the schools and colleges team being responsible for the day-to-day administrative duties associated with UK student recruitment. The post holder will also provide operative support to the other team members to aid them in the organisation and delivery of innovative and high quality support to prospective students from a range of backgrounds.

Key Tasks

1. Providing administrative support to the Schools and Colleges Liaison Team in delivering projects and activities throughout the year.

2. Liaison with the assigned freight distributor to coordinate and monitor the timely delivery of freight and other associated materials to schools, HE Fairs, UCAS events and other activities as needed.

3. Supervision of the schools inbox: answering emails in a polite and professional manner; disseminating relevant information as appropriate and maintaining an effective filing system.

4. Liaising with schools and colleges regarding requests for delivery of events and activities; making suggestions for the format of campus visits and recommending appropriate talks and workshops to schools.

5. Management and coordination of the team events diary by liaising with the team to assess availability of staff and ensuring that the diary is not overbooked.
6. Distributing pre-prepared emails to school contacts to advertise events and activities.

7. Maintaining and updating contact lists as necessary.

8. Maintaining sufficient stocks of marketing materials and associated items and keeping a log of stock used which may involve some manual handling.

9. Ensuring the stock room is kept in an organised state and is easily accessible.

10. Providing administrative support for three annual residential camps including assessing applications and maintaining contact with potential attendees.

11. Providing input into and supporting the implementation of the evaluation of activities carried out through a variety of pre-determined methods.

12. Booking rooms and catering for meetings and events as required.

13. Liaison with the Events team regarding booking student ambassadors needed for a schools team event and informing student ambassadors of their duties prior to the event.

14. Giving input to the development of processes and systems used by the schools team including suggesting improvements to existing systems and forms.

15. Liaison with other College departments and functions with regard to schools team activities to ensure that all relevant personnel remain informed and aware of events and activities.

16. Analysing historic data from the College’s reporting system to keep abreast of application and enrolment numbers from target schools and colleges.

17. Maintain the pages of the College website associated with the schools team to ensure accuracy and the provision of up to date information.

18. Assisting with the delivery of on-campus recruitment events including Open Days and Applicant Visit Days.

19. Providing backup to the team when representing Royal Holloway, University of London at a range of student recruitment events for undergraduate and postgraduate students, both on campus and throughout the UK.

20. On occasion travelling within the UK to support recruitment activities which may operate outside of normal working hours (early evening and weekends).

21. Adhere to the College values and stay informed of the College strategy and other news that may affect the higher education sector.

22. Any other duties as required by the Schools and Colleges Liaison Manager and Head of Student Recruitment (UK) that are commensurate with the grade.
The successful applicant will be required to pass a Disclosure and Barring Service check.

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<tr>
<th>Other Duties</th>
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<td>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.</td>
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<tr>
<td>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</td>
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