



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: International Student Recruitment Coordinator

Department: Marketing and Communications

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to A Level standard or equivalent	X		Application form
Undergraduate degree or equivalent relevant professional experience		X	Application form
Skills and Abilities			
Excellent attention to detail	X		Application form, written test
Excellent numeracy, spoken and written communication skills	X		Interview, written test
Proven ability to work independently and as a member of a team	X		Application form, interview
Proven strong analytical, organisational, and problem-solving skills	X		Application form, interview
Ability to work to deadlines under pressure	X		Application form, interview
Highly effective interpersonal skills	X		Interview
Commitment to high quality service delivery to all internal and external stakeholders	X		Interview
Experience			
Previous experience of working in a professional environment with data, record systems, budgets etc	X		Application form, interview
Ability to demonstrate experience in providing excellent customer service	X		Application form, interview
Ability to manage complex administrative processes	X		Application form, interview
Confident IT user with experience working with databases and Microsoft Office programmes	X		Application form
Experience of a marketing or communications environment		X	Application form
Other requirements			
Willingness to work occasionally outside of normal working hours, as required, and possible options for occasional travel (within the UK and potential opportunities for limited overseas travel).	X		Interview
Commitment to equality, diversity, and inclusion	X		Interview