

JOB DESCRIPTION

RECRUITMENT OUTREACH AND ADMISSIONS

Job title: Graduate Internship

Grade: Grade 2

Responsible to: Senior International Officer

Date: March 2025

Job purpose: This role is designed to give graduates the opportunity to use their skills and knowledge to make a valuable contribution to the University whilst developing employability skills and gaining quality work experience. As part of the Recruitment team, this role supports international engagement activity, raising awareness of Falmouth and supporting the growth of our international community.

Main duties and responsibilities

1. Under the direction of the Senior International Officer assist in the planning, preparation and meticulous execution of International student recruitment activities to the highest standard.
2. Working collaboratively with colleagues across the organisation as required to deliver outcomes and undertake projects and work as directed, specifically but not limited to; supporting international engagement activity, raising awareness of Falmouth and supporting the growth of our international community
3. Be the first point of contact for the department in relation to working with international student ambassadors to develop testimonials and promotional content.
4. Extensive international travel to represent the university at international recruitment events and school visits.
5. Contribute innovative ideas to support the growth of the department.
6. As required, conduct research, collect and collate data and add to the University systems, ensuring accuracy throughout.
7. Provide support as required to other members of the wider department team.

General duties and responsibilities

1. To perform to high professional standards.

2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

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Attributes	Requirements
Education and qualifications	Recent graduate or in the final stages of study
Experience and knowledge	<p>Possess an excellent track record in obtaining good grades during recent studies</p> <p>Demonstrable ability to structure and execute multiple tasks accurately and to a high standard and on time</p> <p>Fluency in English in conducting day to day tasks</p> <p>Experience gained in social media, digital marketing, video editing, Microsoft office</p>
Skills and personal requirements	<p>Able to work independently and proactively as part of a team</p> <p>Excellent interpersonal skills with the ability to effectively communicate on all levels</p> <p>Good IT skills, including Social Media awareness</p> <p>Results orientated with a strong work ethic and professional manner</p> <p>Willingness to vary hours of work to suit the needs of the business</p>