Placements Administrator

Department: Careers and Placements, Student and Academic Services

Hours of work: Full time / 37 hours a week

Contract type: Open

Salary: £21,814 – £25,217 a year / Grade 4
Introduction

Developing employability is an essential feature of the offer the University of York makes to its current and prospective students. An essential feature of building employability is the acquisition of work experience in preparation for the graduate job market. The Careers and Placements department provide a range of opportunities to help students acquire work experiences that are designed to both appeal to the students and deliver tangible benefits for employers. These opportunities include long term placements (up to 12 months) with a wide range of employers, in the UK and internationally as well as short term, 8 to 12 week project based experiences delivered through our successful ‘Student Internship Bureau.

This role delivers and maintains the high standards of administrative support to the process of placing students with employers where the University can be assured of their health, safety and likelihood of obtaining experiences that will enable them to complete formal learning assessments. Working with established management and information systems but also developing and adapting new ones, the post holder will have an important role in all aspects of the placement process; from engaging employers through to the administration of the assessment process. As the University’s commitment to work-based learning increases the post holder will be required to adjust and improve administrative processes to manage scale whilst also ensuring compliance with high duty of care standards for its students.

Main purpose of the role

The post holder supports all aspects of the administrative processes underlying the delivery of placements (both short and long term) to University of York students. Working to ensure continuous improvements to meet standards of good practice around placement learning the post holder will ensure that all aspects of the documentary evidence and agreements required to support a placement or internship are in place for every student and employer relationship. They will help the Placements team in the collection and interpretation of management information, provide logistical support to student and employer facing events and represent the team’s interests in wider discussions on the Careers and Placements online management system.

Key responsibilities

Role holders will be required to undertake some or all of the duties below:

- Provide administrative support to the Placements Manager and Internships Outreach Officer
- Manage the administrative process of ensuring all the evidence required to ensure safe and legitimate placements is in place for each student involved in placement programmes delivered by Careers and Placements
- Manage the process of issuing and tracking student and employer agreement letters in support of the Student Internship Bureau
- Administer vacancies and applications for internships and placements through the Careers and Placements Online management system
- Support the process of collating and interpreting management information on internships and placements
• Provide logistical support to the organisation of both student and employer facing events

• Support the dissemination of good placement practice across the University by providing secretarial support to the Placement Staff Group and Careers and Placements Board of Studies

• Help develop promotional activities, including web site amendments and case study preparation

• Coordinate communications for the Placement Team, including newsletters and targeted email

• Play a role in the wider activities of Careers and Placements as the need arises, notably around the areas of employer events and fairs

• Triage email and phone enquiries about placements and internships from employers and students
## Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential/Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five GCSEs including English and Maths</td>
<td>Essential</td>
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<tr>
<td>HR or business related qualification</td>
<td>Desirable</td>
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### Knowledge

- Understanding of the processes involved in recruitment and selection. Although in-depth knowledge of desirable employment law is not necessary an appreciation of its importance and willingness to check details is | Desirable |

### Skills, abilities and competencies

- Excellent communication skills, both written and oral | Essential |
- Personally organised and able to both develop and work within procedures and processes | Essential |
- Attention to detail and methodical approach | Essential |
- Able to work with online management systems and standard office information technology | Essential |
- Willingness to interrogate processes and seek improvements in efficiency | Desirable |

### Experience

- Proven experience of working within a role requiring a strong level of attention to detail | Essential |
- Administration of systems and processes | Essential |
- Working with online and IT based systems | Essential |
- Event organisation | Desirable |
- Knowledge of HE systems | Desirable |

### Personal attributes

- Ability to work effectively in a small team with minimal supervision | Essential |
- Commitment to continually improving processes and systems | Essential |
- Interest and commitment to supporting student employability | Essential |
- Able to communicate effectively with both students and employers | Desirable |
- Willingness to be involved in a range of wider Careers activities outside of immediate role as required | Desirable |