



Work Placement Opportunity

Newcastle University has a work placement opportunity available in its Corporate Affairs Directorate's International Relations Team. The placement is designed for a student who requires a placement as part of their degree programme and who would be supported by the Erasmus Programme. The placement would be of particular use to those students who intend to seek a career in the following areas: International Relations; International Partnerships; Higher Education Administration; Public Relations, Marketing & Recruitment; Event Organisation & Management; International Marketing & Business; Corporate Affairs.

Title: International Partnerships Student Assistant (Work Placement)

Length: 6 months

Support: Free en-suite accommodation will be provided in one of the University's Halls of Residence.* A cash alternative is not available.

Scope: Please see Work Placement Description

Eligibility: Applicants for the work placement must meet the following requirements:

- Be a current Undergraduate or Postgraduate student (Undergraduate students must have completed a minimum 2 years of higher education)
- Have high level of fluency in written and spoken English
- Undertake placement as part of the Erasmus Programme
- Have experience of an office or customer service environment
- Be a national of an EU or EEA country

Application: Applicants must submit:

- Curriculum Vitae
- 800 word personal statement detailing why they believe they are suitable for the placement and its purpose within their studies and for their future career plans
- Recent academic transcripts
- Proof of English Language ability
- Names and contact details of two referees
- Completion of Statements of Disclosure
- Shortlisted applicants must be willing to undertake a telephone/video conference interview

Application Deadline: Friday 30th of November

Placement Start Date: 1st of March 2016

*The accommodation will be an en suite study bedroom situated in a postgraduate Hall of Residence. It will be in a self-catered flat shared with other students.

Work Placement Description

Placement Details

Placement Title	Hours per week
International Office Student Assistant	37

Service Unit

International Relations Team

Faculty / Central Services

Corporate Affairs Directorate

Effective Date

March 2015

General Duties and Responsibilities

1. To provide high quality support for activity/projects within the International Relations Team. Examples of activities/projects include:
 - Further developing portfolios of existing partnership relations
 - Researching partnership opportunities and new potential partners; and, assisting with the implementation of plans to engage with new partners.
 - Developing and maintaining targeted materials to address specific University and partner requirements directly.
 - Reviewing provision, market intelligence and statistics; and, producing reports and proposals for consideration by relevant groups and committees within the University.
 - To work pro-actively with and prepare and deliver appropriate briefing material for University staff who carry out activities supporting the development of international partnerships.
 - To contribute to other internationalisation and partnership projects and tasks as relevant and required.

Typical tasks undertaken in support of activities/projects include:

- dealing with follow-up enquiries
 - telephone and e-mail interaction with key contacts
 - dealing with application forms
 - maintaining databases and producing reports
 - undertaking detailed research
 - making arrangements for occasional large events
 - up-dating web templates/pdf documents
 - support in the organisation of overseas visits
 - dissemination of key information via internal communication channels
2. To undertake general duties as agreed with supervisor to ensure the smooth functioning of the entire team.

3. To maintain appropriate records to ensure on-request retrieval at all times, archiving old information according to agreed principles.
4. To assist with overseas visit arrangements for International Relations staff, the Vice-Chancellor, Pro-Vice-Chancellor (Engagement and Internationalisation) and other members of Executive Board in their activities to further the University's global profile and reputation.
5. To assist with arrangements for high-level visitors to the University on International business.

Individual Projects

- To undertake research which provides background information on prospective partnership organisations.
- To assist in the planning and organisation of incoming visits by prospective partner organisations.
- To be responsible for customising and organising materials in support of international activity and partnership development.
- To contribute to the preparation of a partnerships database.
- To contribute to an Internal Communications Project, disseminating key information to all stakeholders.
- To provide Organisational Support to an International Credit Mobility projects with the Americas.

There will also be the opportunity to undertake Staff Development Training Sessions if deemed relevant and appropriate. The successful applicant will also be able to use the University's Language Resource Centre to access language support materials.

Personal Outcome Dimensions of Work Placement

On completion of the work placement the individual should be able to demonstrate the following knowledge, skills and experience:

- Evidence of substantial relevant office experience, particularly with an international dimension
- Knowledge of international markets
- An understanding of the major issues relating to international student recruitment and higher education
- Be a team player, able to initiate, develop and maintain productive working relationships
- Have good oral and written communication skills
- Able to manage a diverse and complex workload
- Creative approach to problem solving
- High level of literacy and numeracy , particularly in a second language
- Good IT skills and competence in the use of Microsoft Office
- Ability to work to tight deadlines with a high level of accuracy
- Excellent organisational skills and the ability to prioritise workload
- Strong customer-focused approach
- Collaborative and flexible work style, with evidence of the ability to work effectively as part of a team.
- Flexible attitude to the constantly changing demands of an international work situation
- Good interpersonal skills with the ability to communicate a positive impression of the organisation.

Applications should be submitted to:

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Enquiries:

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