

## **ASTON UNIVERSITY Birmingham, UK**

### **Careers+Placements – Employer Engagement Assistant, Erasmus Internship**

This is an exciting internship/placement opportunity to join the Careers+Placements Team at Aston University.

**Working hours:** preferably full time Monday-Friday or part time combined with studies at Aston University during an Erasmus Exchange

**Start date:** August- September (negotiable)

**Duration:** 6 to 12 months negotiable

**Remuneration:** The intern will receive the Erasmus grant from their home university

**Closing date:** 27<sup>th</sup> September 2019

**To apply:** Email a short motivation letter and a CV to Fatima Ahamed, Employer Engagement Manager to [f.ahamed@aston.ac.uk](mailto:f.ahamed@aston.ac.uk)

As an Employer Engagement Assistant, you will sit within the Employer Engagement team and will be part of a high-profile, fast-paced and high-performance department.

#### **The main responsibilities of this role will be:**

- Provide assistance with updating and managing the networking calendar for the Employer Engagement team and providing support at the Careers Fairs as required throughout the year.
- Provide support to the business development leads with sending follow up emails or mailers to employers
- Collating and formatting content for employer newsletters
- Support local and national employers to advertise and promote their opportunities to undergraduate and graduates.
- Match and shortlist students, finalists, graduates and postgraduates to vacancies as part of the internal recruitment and selection service offered to employers.
- Any other duties that support the Employer Engagement activities

Through this placement, you can expect to gain:

- Customer service skills
- Project management experience
- Problem solving skills
- Analytical skills
- Recruitment and selection experience

- Marketing experience

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	Currently studying at Degree level.	Application
<b>Experience</b>	<p>Experience of delivering excellent customer service to diverse stakeholders, including supporting customers remotely and face to face.</p> <p>Experience of working to targets or KPIs.</p> <p>Experience of relationship building, both face to face and over the telephone.</p>	<p>Application, Video Interview</p> <p>Application, Video Interview</p> <p>Application</p>
<b>Aptitude and skills</b>	<p>Ability to work both independently and collaboratively.</p> <p>Ability to work under pressure to meet deadlines and achieve targets.</p> <p>Able to analyse problems and use judgment to provide pragmatic and workable solutions.</p> <p>A flexible and collaborative approach.</p>	<p>Application, Video Interview</p> <p>Application, Video Interview</p> <p>Video Interview</p> <p>Application, Video</p>

	<b>Essential</b>	<b>Method of assessment</b>
	<p>Develops relationships with a diverse range of stakeholders</p> <p>Excellent oral and written communication skills</p> <p>Excellent IT skills: including MS Office suite</p>	<p>Interview</p> <p>Video Interview</p> <p>Video Interview</p> <p>Application, Video Interview</p>