

ASTON UNIVERSITY Birmingham, UK

Careers+Placements – Placements & Internships Assistant, Erasmus Internship

This is an exciting internship/placement opportunity to join the Careers+Placements Department 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: 27th September 2019

To apply: Email short motivation letter and a CV to Nick Poyner and Lucy Holder, Placement Preparation Managers, n.poyner@aston.ac.uk and l.holder1@aston.ac.uk

As a Placements & Internships Assistant, you will sit within the vibrant Placements Team and will be part of a high-profile, fast-paced and high-performance department.

The main responsibilities of this role will be:

- Supporting the CV check and advice process with second year students as part of their placement search and application experience.
- Providing support to various placement events as required during the year including placement workshops
- Supporting team inboxes activity to ensure students' queries are answered promptly and accurately
- Supporting student drop-in rotas and interview practice skills
- Coordinating the booking of rooms for placements events and meetings
- Any other duties that support the Placements Team activities

Through this placement, you can expect to gain:

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

Person specification

	Essential	Method of assessment
Education and qualifications	Currently studying at Degree level	Application
Experience	<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>
Aptitude and skills	<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>Application, Video Interview</p> <p>Application, Video Interview</p> <p>Video Interview</p> <p>Application, Video</p>

	Essential	Method of assessment
	<p>A flexible and collaborative approach</p> <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>Application</p> <p>Video Interview</p>