

## ASTON UNIVERSITY Birmingham, UK

### Careers+Placements – Study & Work Abroad 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 short motivation letter and a CV to Martina Ivanova, Lead Coordinator Study Abroad, [m.ivanova2@aston.ac.uk](mailto:m.ivanova2@aston.ac.uk)

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

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

- Assisting with updates and maintenance of the study and work abroad student and partner university caseload system and database
- Supporting the study abroad process including applications, interviews, nominations and confirmations.
- Provide support to various placement/internship events as required during the year
- Supporting business development activity to advertise and promote their opportunities to second year undergraduate students
- 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 International Placements Team 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

- Business development 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>Intercultural experience and interest in internationalisation</p>	<p>Application, Video Interview</p> <p>Application, Video Interview</p> <p>Application</p> <p>Application, Video Interview</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>Application, Video Interview</p> <p>Application, Video Interview</p> <p>Video Interview</p>

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