

Aston University, Birmingham, UK

Careers+Placements – Erasmus Operations Intern

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: 27th September 2019

To apply see below

Job description

Reporting to the Operations Data and Projects Manager, you will support the operations of the Careers+Placements department at Aston University in Birmingham, UK.

The main responsibilities of this role will be:

- Cover the information desk; being the first point of contact for students visiting the centre and assisting them with their queries
- Answering calls and emails from students, employers, colleagues and parents of students
- Administration of the loan library
- Assisting colleagues and members of the leadership team with organisational matters, e.g. researching and making travel arrangements, administer appointments, booking rooms for meetings
- Any other duties that support the operational activities of the Centre.
- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.

▶ Person Specification

	Essential	Mode of Assessment
Education/ Qualifications	Currently studying at Degree level.	CV
Aptitudes and Skills	Excellent IT skills: Excel, Word, PowerPoint.	CV / Supporting Statement
	Able to analyse problems and use judgment to propose good solutions.	CV / Supporting Statement
	Has the will and ability to work co-operatively with others and to share ideas.	CV / Supporting Statement
	Knowledge of and sensitivity towards diversity issues and a natural affinity with students.	CV / Supporting Statement
	Demonstrates a genuine interest in the operations of a Careers & Employability Centre and is quick to learn new tasks and information.	CV / Supporting Statement
	Strong verbal and written communication skills - Able to convey information in an understandable and engaging manner.	CV / Supporting Statement
	Well organised and excellent time management skills, acts independently and on their own initiative.	CV / Supporting Statement

	Excellent attention to detail and accuracy	CV / Supporting Statement
	Desirable	Mode of Assessment
Education/ Qualifications	Qualification relating to any aspect of the role.	CV
Experience	Experience of delivering excellent customer service to diverse stakeholders	CV / Supporting Statement
	Experience of working on tasks in an office environment, for example researching information, preparing presentations and emails, working with confidential information, updating databases, making travel arrangements.	CV / Supporting Statement

To apply

Please send your CV and a supporting statement (max 800 words) which demonstrates how you meet the person specification to c.carey1@aston.ac.uk by 14th July

Candidates will be shortlisted for a short video interview with members of the Operations Team in order to make the final selection.