

Student Futures Careers Development Administrator	
Role Description	

Grade & Salary:	Grade 3 one year fixed term contract
Campus Location:	Sighthill
Line Manager:	Careers and Skills Development Manager
Line Management Responsibility for:	N/A
Role Summary:	<p>The Student Futures team work to provide high quality careers and employability skills development and advice to students across all six academic schools. With a focus on student experience, the service delivers up-to-date careers workshops and development sessions as well as direct links to industry. Significantly, the team are responsible for contributing to a consistent and effective placement strategy whilst developing initiatives that have a positive impact on graduate employment destinations and outcomes.</p> <p>The Student Futures Careers Development Administrator will provide effective and efficient support specifically related to the student facing element of our service. This requires direct support to our Careers and Skills Development team who are responsible for the delivery of high quality employability services to students. The role holder will act as first point of contact for student career enquiries, organise and monitor appointment bookings and general administrative support whilst being involved in daily interaction with the Edinburgh Napier CareerHub portal, a key digital platform for all student interaction and reporting.</p> <p>The role holder will also need to develop an understanding the objectives of each of the Student Futures services including the Employer Engagement, Student Placement and Graduate Recruitment teams. This will require good communication with colleagues responsible for administration in these areas as well as the Student Futures Support Coordinator, who oversees centralised financial and operational administrative duties for the whole department.</p>

Main Duties and Responsibilities

➤	<p>To support the operation of the Student Futures Careers and Skills Development Team and in compliance with University policies and procedures, including:</p> <ul style="list-style-type: none"> Managing student career appointment bookings through CareerHub digital platform.
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	<ul style="list-style-type: none"> • Support Career Development Consultants and Development Consultants with day to day student communication in relation to workshop delivery and career coaching. • Management of Student Futures career mailbox and other key student communication channels to ensure clear message around Student Futures service. • Re-formatting email template responses, at the commencement of each trimester • Arranging and booking rooms to facilitate Student Futures service provision.
➤	<p>To support the delivery of specific activities and services, which may include:</p> <ul style="list-style-type: none"> • Coordinating & promoting career and employability skills development events including new student induction activity, open workshops, employer events, and stakeholder visits as and when necessary. • Coordinating mock interview requests by directing to School specific Careers Development Consultants
➤	To help review administrative processes within the department and consider role of planned Student Centres within the University as an opportunity to redesign the processes around student engagement and reporting on impact of Student Futures service.
➤	To participate in working groups and project teams as appropriate.
➤	To participate in the University's My Contribution scheme.
➤	To work in line with the University's stated values & behaviours.
➤	To be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection , Information Security and Records Management .
➤	To undertake any other duties as may reasonably be required by the Head of Student Futures and the Careers and Skills Development Manager.

Person Specification

Attributes	Essential Requirements	Desirable Requirements
Education/ Qualifications	HND or equivalent	Degree or equivalent
Experience	General office experience Excellent IT skills including MS Office Extensive customer service experience	Experience of working in further or higher education Experience of working in a student employability or related service Experience of organising events
Skills/Personal Requirements	Excellent customer service skills Ability to work on own initiative and part of a wider team Ability to work accurately and manage time effectively Approachable manner; showing confidence to deal with a range of contacts and build rapport with others Good written and oral communication skills Reliable and flexible Positive, flexible approach to changing environment Commitment to personal development Commitment to upholding University values and behaviours Available to work occasional evenings and weekends	A strong interest in students and employability issues