

Job Description

Role Title:	Graduate Student Recruitment Assistant
Directorate:	Marketing, Recruitment & External Relations
Reference:	MPF4417
Grade:	4
Full or Part time:	Full time
Contract:	Fixed term – 22 months
Hours:	36.25
Reports to:	Student Recruitment Officer

Overview

Marketing, Recruitment & External Relations

The Directorate of Marketing, Recruitment and External Relations is responsible for the core range of activities that promote and engage with the University's external environment and stakeholders. The Directorate is the brand guardian with a remit that covers student recruitment, corporate and academic school specific marketing, corporate events and alumni & development. This Directorate is responsible for the strategic planning and operational delivery of key activities that support the University's ambitions for growth, diversity, increased profile and greater engagement with our friends to support that ambition both in kind and through philanthropic support.

Student Recruitment and Widening Participation

We're a busy and lively team whose core focus is the provision of information, advice and guidance to young people to support their decision-making regarding higher education.

Student Recruitment

Focused on the enquirer and applicant journey, we provide the touch point for all enquirers and applicants during their journey to higher education as well as managing the University's relationships with feeder schools and colleges in the UK and Ireland.

With a customer service focused approach, we manage the provision of information, advice and guidance via both incoming enquiries and during outbound events and engagements, ensuring that all enquirers are provided with appropriate information to best inform their decision-making regarding higher education.

We work closely with key influencers including teachers, advisors and parents with the aim of attracting and recruiting those students who will best benefit from the University of Salford experience. Alongside this we lead on the organisation and delivery of Open Days, Offer Holder Days and applicant interviews, working in partnership with Admissions, Marketing, Estates and academic colleagues to ensure the highest quality applicant experience.

Working closely with Marketing and Market Insight, we are also responsible for ensuring that CRM technology is utilised effectively, that the enquirer and applicant journey is as seamless as possible and that timely and accurate information is provided at relevant parts

of the student journey. We also manage a communications plan with our feeder schools and colleges as well as providing engagement opportunities for our teachers and advisors.

The team works in partnership with a wide range of professional services and academic colleagues in the achievement of its objectives.

Outreach

The Outreach Team work primarily with pre-16-year-olds to raise aspirations and to deliver impartial information, advice and guidance about progression within education.

We work with a variety of learners in creative ways and participate in collaborative projects with partner institutions such as the Greater Manchester Higher Scheme and play an active role in the Uni Connect scheme targeting specific wards within Greater Manchester.

Role Purpose

An exciting new opportunity for a full-time Graduate Student Recruitment Assistant has arisen within the University's Student Recruitment Team in Marketing, Recruitment and External Relations. The position is fixed term for 22 months and is an opportunity for a **University of Salford graduate who was awarded their undergraduate degree in summer 2026** to gain experience of working within a fast-paced, fun and rewarding environment.

Underpinning the work of the Student Recruitment team is a real emphasis on providing impartial information, advice and guidance (IAG), in order to support decision-making regarding higher education. We're seeking an enthusiastic and creative graduate, who has a keen understanding of the recruitment cycle, a passion for delivering IAG and a real ability to communicate, engage and inspire prospective students and their supporters.

A key part of your role will be representing the University at local and national recruitment events and providing one-to-one guidance to students and their supporters. You will be responsible for incorporating recent student experience and 'voice' into our activities and events: you will develop and deliver relevant and accessible presentations, workshops and

collateral for a range of audiences, focusing on course selection, student life and your own experiences.

You will support the management of our central inbox and the organisation of team activities, helping to ensure the right people are in the right place, at the right time, with the right materials, so it's vital that you're able to use your initiative, keep clear records and manage your own time effectively. You'll support the team to deliver campus visits and will have the opportunity to support our academic colleagues with subject-specific recruitment activity on campus too.

We work collaboratively across the wider Recruitment Team as well, taking part in open days and applicant events, and Confirmation and Clearing in the summer.

It's really important to note that the post holder will need to be able to set up recruitment equipment out at events, and that there will be a significant amount of domestic travel and overnight stays in the role. You will therefore be required to work flexible hours, including evenings and occasional weekend commitments.

As a team we are committed to offering an inclusive and positive working environment and to continuing to expand the diversity of our team. We work in a hybrid way, in keeping with the requirements of our customers and stakeholders. Our approach to hybrid working is customer-first and there will be certain times of year when all staff are expected to work full time on campus.

Working in Student Recruitment offers us the chance to play a part in someone's decision-making about their future which is a real privilege. We're fun and flexible, and we work hard as a team and engage with a wide variety of staff across the institution in the achievement of our goals. The role provides an opportunity to make a real difference to the learners that we work with both locally and further afield across the country. Across the two years, you'll get the opportunity to work in a tight-knit team within a large, complex organisation and develop a range of transferable skills: gaining experience working with a range of internal and external stakeholders, using and manipulating data and developing your interpersonal and time management skills. You'll also have the opportunity to have your voice heard, to shape the role and to develop yourself both personally and professionally.

For more information, please contact Ben McGee, Student Recruitment Officer on b.mcgee4@salford.ac.uk.

Principal Duties & Responsibilities

- To provide impartial information, advice and guidance to a wide variety of stakeholders, enabling students to make informed decisions about their future.
- Attend national (e.g., UCAS exhibitions), regional and local (in-school) events and to act as the sole or lead representative of the University at them.
- To prepare and deliver accessible and engaging presentations and workshops to key audiences based around the University of Salford student experience.
- To work alongside the Student Recruitment Assistant to review how our Student Ambassadors could support the development of our University of Salford student experience presentations.
- To support the management of the team inbox, organisation of activities and associated administrative processes to ensure that tasks are allocated, organised and prioritised as appropriate.
- To support the team's organisation and effectiveness by undertaking tasks such as helping to co-ordinate campus visits, taking notes at weekly meetings, allocating tasks to team members, and using task management software to ensure actions are followed up.
- To develop and maintain a detailed knowledge of the University, and to participate in regular professional development.
- To work collaboratively to support team projects and perform any other duties appropriate to the grade as required.
- To comply with the personal health and safety responsibilities specified in the University Health and Safety policy.

- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- To promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.

Please note that all staff within the Student Recruitment Team are occasionally expected to work weekends and outside of normal office hours (e.g. over the Confirmation & Clearing period, Open Days etc.). It should also be noted that during exceptionally busy periods it may be necessary to restrict annual leave.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Gained an undergraduate degree from the University of Salford in 2026* (E)

*This is mandatory, please do not apply if you did not graduate from this class

Background and Experience

2. Experience of delivering information, advice or guidance (E)
3. Experience of effectively working within a team (E)
4. Experience of building successful relationships with a range of different stakeholders (E)
5. Experience of developing and delivering presentations (E)

Knowledge

6. An understanding of the undergraduate applicant journey (E)
7. Knowledge of subject areas, student life and student support offered at the University of Salford (E)

Skills and Competencies

8. Excellent presentation skills and the ability to connect with a range of audiences (E)
9. Strong communication and relationship building skills (E)
10. Excellent organisational and time management skills (E)
11. Ability to pro-actively generate, and put into action, your own ideas (E)
12. A collaborative and creative approach to your work (E)
13. Good data analysis skills and confidence in using and manipulating data (D)
14. Valid UK driving licence (D)
15. A willingness to work evenings and weekends as required (E)