

## **Job description for Erasmus Work Placement Student (Exchanges Office)**

**Department:** Oxford Brookes International

**Post no:**

**FT or % P/T:** FT (37 hrs/week)

**Focus of Internship:** Administrative support of exchange and study abroad programmes

**Principal location of work:** Headington Hill site

**Supervisor(s):** International Exchange and Study Abroad Manager

**Overall purpose of internship:** Gain experience in the administration activities required to support exchange and study abroad programmes, including the planning, organising and attending student events and supporting communication with partner universities

**Anticipated outcomes for the Intern:** Development of a range of transferable skills, which will enhance the employability of the student, for example team working, event planning and time management.

### **Main duties:**

- Assisting with day to day administrative tasks in the Oxford Brookes Exchanges Office
- Helping to maintain Oxford Brookes Exchanges web pages
- Updating Oxford Brookes Exchanges Facebook pages
- Collating information from partner universities and updating partner files
- Assisting with organising university wide and faculty specific student and staff events
- Promoting exchange programmes to Oxford Brookes students
- Helping with the design, format and layout of promotional material (adverts, flyers, publications), including content management of 'Just Go' on-line magazine
- Replying to student enquiries
- Coordinating arrangements for student photo sessions as part of preparation of student profiles for university marketing materials
- Any ad hoc activities as requested by the Oxford Brookes Exchanges team

### **Please note:**

**The job holder must ensure and confirm that they are in receipt of Erasmus funding from their home university for the period of this work placement.**

## Person specification

**School/Directorate:** Corporate Affairs

**Title of post:** Work Placement

Specification	Essential	Desirable
Relevant Skills/Aptitudes	Excellent oral and written communication skills, with a solid grasp of the English language (IELTS 6.0 or equivalent)  Ability to demonstrate good attention to detail and accuracy  Good time management skills and able to prioritise workloads with conflicting deadlines	Experience of assisting in organising student events  Experience of public speaking and/or giving presentations  Confident telephone manner  Good customer service skills