|  |
| --- |
| **University of St Andrews**  **International Education Institute (IE)**  **Assistant Director (Recruitment and Admissions)– AD1109NK**  **Further Particulars for Applicants** |

|  |
| --- |
| **International Education Institute** |

The International Education Institute (IE) at the University of St Andrews offers a wide range of courses, programmes and services, primarily for international students. These include:

* International Foundation Programmes for undergraduate students and pre-sessional courses for postgraduate students
* A range of postgraduate [TESOL (Teaching English to Speakers of Other Languages)](https://www.st-andrews.ac.uk/subjects/tesol/) and [International Education](https://www.st-andrews.ac.uk/subjects/international-education/) programmes – these are delivered both on-campus and via distance-learning
* In-sessional provision to enhance students’ learning experience and performance on their degree programmes
* Credit-bearing modules for undergraduate students
* A wide range of short courses, including summer academic taster courses and teacher education provision

We aim to deliver an extremely high-quality learning experience, as well as a supportive and stimulating environment for our diverse body of students.

IE has developed a reputation within the UK and beyond as a centre of excellence for teaching, with a staff that includes multiple recipients of University Teaching Excellence Awards. The Institute’s professional services team work in close partnership with academic staff to ensure the ongoing success of all educational programmes, from application through to graduation. IE has a strong ethos of collaboration and cross-working, with academic staff contributing regularly to promotional activities, and professional services staff contributing to research projects focused on better understanding the experience of our students.

More information about IE can be found on our website at <https://www.st-andrews.ac.uk/international-education/>

**The job description for this role is attached below.**

|  |
| --- |
| **Job Description** |

|  |  |
| --- | --- |
| Job Title: Assistant Director (Recruitment and Admissions) in the International Educa  School/Unit: International Education Institute  Reporting to: Director, International Education Institute  Job Family: Managerial, Specialist & Administrative | Working Hours: 36.25 hours per week  Grade/Salary Range: Grade 7/ £45,585 - £56,021 per annum  Reference No: AD1109NK  Start Date: 19 August 2024, or as soon as possible thereafter |

|  |
| --- |
| **Main Purpose of Role** |

* To provide strategic and operational leadership for student recruitment and admissions to educational programmes offered by the International Educational Institute, with a central focus on International Foundation Programmes (IFPs) – this will involve managing people and processes to meet ambitious targets
* To liaise with the Admissions Office to support the undergraduate degree programme offer-making process for the IFP cohort
* To develop and share market intelligence that enhances student recruitment and course development across the University
* To work collaboratively with the University’s Admissions Office (*note that the reporting line for this role may move to the Admissions Office within the next 1-2 years*)

|  |
| --- |
| **Key Duties and Responsibilities** |

1. Develop and execute strategic plans for student recruitment activities (both digital and in-person) for IFPs and other educational offerings, ensuring alignment with designated budget and enrolment targets
2. Engage in global student recruitment activities, including both in-person events and online initiatives
3. Foster relationships with international student recruitment agents, partner organizations, professional/industry bodies and alumni to enhance recruitment efforts
4. Supervise the processing of all applications for IFPs, providing guidance and training to staff members involved in application processing
5. Evaluate and make decisions on applications for IFPs, adhering to established criteria and policies
6. Collaborate with Admissions Office colleagues on offer-making processes for IFPs, as well as undergraduate degree offer-making for current IFP students
7. Update entry criteria for IFPs as necessary to reflect changing requirements or standards
8. Provide regular reports on student recruitment progress and market intelligence to Institute leadership and the Admissions Office
9. Oversee the onboarding process for IFP students up until the conclusion of their orientation week
10. Demonstrate flexibility and collaboration, including availability for irregular hours and frequent international travel as needed.
11. Fulfil other duties as assigned by the Institute Director, in accordance with the needs of the Institute or the broader University.

This position offers a dynamic opportunity to play a pivotal role in shaping the student body of the International Educational Institute and contributing to its global outreach and impact.

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

|  |
| --- |
| **Person Specification** |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Means of Assessment**  (i.e. application form, interview, test, presentation etc) |
| Education & Qualifications  (*technical, professional, academic qualifications and training required)* | A good undergraduate degree or equivalent | A relevant postgraduate degree or professional qualification | Application |
| Experience & Knowledge  (*examples of specific experience and knowledge sought*) | Experience of working in/with an international student pathway provider and/or university  Knowledge of UK Higher Education  Experience of successful international student recruitment, meeting or exceeding targets  Experience of making decisions on student applications  Experience of managing a budget  Experience of organizing and conducting international travel independently  Knowledge of how social media/digital advertising can be used effectively for student recruitment | Experience recruiting students and/or processing applications for International Pathway Courses in the UK  Experience of line management  Experience using CRM or other communication technology in recruitment and conversion  Working knowledge of SITS and or relevant databases | Application, interview, |
| Competencies & Skills  (*e.g. effective communication skills, initiative, flexibility, leadership etc*) | Excellent presentation, communication and teamwork skills  A high level of proficiency in English  Strong numeracy skills, and the ability to interpret complex data from multiple sources to inform decisions  Ability to use Microsoft Office software effectively  Ability to work effectively to deadlines | Proficiency in a language other than English | Application, interview |
| Other Attributes/Abilities  (if applicable) | Valid passport  Ability to engage in frequent international travel |  | Application, interview |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

|  |
| --- |
| **How to apply** |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx).

If you have difficulties in completing the online application form, please call +44 (0)1334 462571 or contact [vacancies@st-andrews.ac.uk](mailto:vacancies@st-andrews.ac.uk) for an application pack.

Applications should consist of:

* A covering letter, indicating why you would like to take on the role, as well as your fit with the person specification
* A full CV
* The names and contact details of two referees

For all applications, please quote ref: CG1109NK

|  |
| --- |
| **Other Information** |

Equality, diversity and inclusion are at the heart of the St Andrews experience. We strive to create a fair and inclusive culture demonstrated through our commitment to diversity awards (Athena Swan, Carer Positive, LGBT Charter, Race Charters and Stonewall). We celebrate diversity by promoting profiles of BAME, LGBTIQ+ staff and supporting networks including the Staff BAME Network; Staff with Disabilities Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network. Full details available online: <https://www.st-andrews.ac.uk/hr/edi/>

The University of St Andrews is a charity registered in Scotland (No SC013532).

|  |
| --- |
| **Obligations as an Employee** |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are required to undertake all mandatory training as deemed appropriate by the University for your role.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s environmental sustainability strategy, committing the University to reach net-zero by 2035.

You are required to engage with the technology, systems and communication channels necessary for you to undertake your work and must update your personal details via HR Self Service whenever there is a change.

Employees with staff management responsibilities must familiarize themselves with appropriate policies.

|  |
| --- |
| **Who Are We? St Andrews At a Glance** |

* The third oldest university in the English-speaking world.
* Ranked top UK university in the [Guardian University Guide 2024](https://news.st-andrews.ac.uk/archive/st-andrews-keeps-top-spot-in-uk-university-ranking/).
* Ranked number one in the UK in the [Times and Sunday Times Good University Guide 2024](https://news.st-andrews.ac.uk/archive/historic-double-first-for-st-andrews/).
* Students at the University of St Andrews are more positive about their education than students at any other mainstream university in the [National Student Survey 2023](https://news.st-andrews.ac.uk/archive/st-andrews-students-most-positive-in-uk/).
* The University of St Andrews is Scotland’s top university and one of the top four universities in the UK in [The Complete University Guide 2024](https://news.st-andrews.ac.uk/archive/st-andrews-top-in-new-university-rankings/).
* The University is top in the UK for Teaching Quality in the [Daily Mail University Guide 2024.](https://www.dailymail.co.uk/news/university-guide/article-12491201/University-rankings-league-table-Use-Daily-Mails-interactive-guide-right-uni-you.html)
* Research-intensive, more than 88% of research carried out by the University of St Andrews is world-leading or internationally excellent (Research Excellence Framework 2021).
* Athena SWAN [Bronze Award holder](https://news.st-andrews.ac.uk/archive/athena-swan-awards/)
* A [Strategy](https://www.st-andrews.ac.uk/about/governance/university-strategy/) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Sustainable all underpinned by a commitment to socially responsibility.
* A community of 10,000 students and 3000 staff.
* Highly international – more than 30% of students and staff are from outwith the UK
* A non-campus university, closely integrated with the ancient town of St Andrews
* Top quality [sports](https://www.st-andrews.ac.uk/sport/), [music](https://www.st-andrews.ac.uk/music/) and [nursery](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/nurseries/) facilities for staff and students

|  |
| --- |
| **University of St Andrews** |

Founded in the 15th century, St Andrews is Scotland’s first university and the third oldest in the English-speaking world. The University of St Andrews is one of Europe’s most research-intensive seats of learning. It is one of the top-rated universities in Europe for research, teaching quality, and student satisfaction.

Today, under the leadership of Principal and Vice-Chancellor Professor Dame Sally Mapstone FRSE, the University’s Strategy is to broaden its global influence, with a focus on diversity, building a culture of entrepreneurship, research excellence, and social responsibility.

St Andrews is committed to broadening digital education, enhancing the experience of our on-campus students, while bringing a St Andrews education to much wider global community.

From climate science and sustainable development to energy ethics and grass-roots level action across all the communities in which it operates, sustainability is at the heart of the University’s Strategic vision. World-leading research on sustainability is taking place across the breadth of the University, with researchers addressing key questions on the defining issue of our generation.

The University has set an ambitious target of carbon net zero by 2035, ten years ahead of the Scottish Government’s 2045 target.

St Andrews is ranked as the top university in the UK in *The Guardian Guide 2024*, and *The Times and Sunday Times University Guide 2024*. The *Complete University Guide 2024* ranks St Andrews as the top university in Scotland, and fourth in the UK.