CANDIDATE BRIEF
Campus Internship: Project Assistant (Student Education Programme)
Student Education Service

Salary: Grade 3 (£16,654 - £18,263 p.a.)
Reference: SESPT1048
Closing date: 14 March 2018
Fixed term for nine months
Open to current University of Leeds Undergraduate students only
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Are you a current University of Leeds undergraduate student, with an interest in business change? Would you like to gain valuable experience of working on a university-wide transformation programme?

We are looking for a current Leeds undergraduate student to join us as an Intern in a professional office environment, in an organisation recognised for its high quality of academic provision, commitment to excellence and good practice. Our Internships are designed to enhance your employability and as such you will develop key skills and experience for your CV, including team work, interpersonal and communication skills, initiative, organisation, high quality administration and project development.

You will be involved in a university-wide transformation programme with initiatives that are complex, multi-faceted, and involve significant organisational and behavioural change. You will help embed a culture of process improvement within the service, empowering and enabling colleagues across the university to think creatively and improve the way we work through simplifying our processes.

With an interest in pursuing a career in project management, business change or business analysis you will have excellent organisational and planning skills and the ability to complete tasks to agreed deadlines. You will also have strong communication skills and the ability to work effectively as part of a team; with a positive and proactive approach to problem solving and making improvements. Strong IT skills and proficiency in the use of MS Office products (particularly Word and Excel) are essential.

What are the benefits?

As a Project Assistant you will:

- Enhance your employability in a professional office environment in an organisation recognised for its high quality of academic provision, commitment to excellence and good practice;
Develop key skills and experience for your CV, including team work, interpersonal and communication skills, initiative, organisation, high quality administration and project development.

What does the role entail?

As a Project Assistant, your main duties will include:
- Assisting with the planning and delivery of stakeholder events;
- Supporting the communication and consultation required with all relevant stakeholders which would include the student community and in particular working with the Student Challenge Group;
- Providing thorough, accurate general support for the team, to gain hands on experience in a range of areas of administrative work;
- Responding efficiently and professionally to enquiries or requests for information;
- Using your initiative to solve straightforward problems, following procedures and seeking further information as required;
- Building effective working relationships within the Student Education Programme and contributing to team decisions where appropriate;
- With support from Head of Process Improvement making suggestions on how to improve the Student Education Programme practices and processes.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Project Assistant you will be/have:
- A University of Leeds undergraduate student, intending to take this role for a placement year as part of your degree;
- Ability to proactively and constructively challenge established practices;
- Excellent organisational and planning skills and the ability to complete tasks to agreed deadlines;
- Strong communication skills and the ability to work effectively as part of a team;
• A positive and proactive approach to problem solving and making improvements;
• Strong IT skills and proficiency in the use of MS Office products, particularly Word and Excel;
• An interest in pursuing a career in project management, business analysis or business change.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

You can get feedback on your application via the Careers Centre drop in service currently available 1pm – 4pm Monday to Friday at the Careers Centre.

Outside of these hours there are bookable ‘application support’ appointments via https://mycareer.leeds.ac.uk/.

If you are away from Leeds, you can ‘Ask a Question’ on MyCareer to receive online feedback, queries will be answered within 3 working days.

Contact information

To explore the post further or for any queries you may have, please contact:

Robert Sherratt, Programme Manager
Tel: +44 (0)113 343 7751
Email: R.Sherratt@leeds.ac.uk

Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.
Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.