



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

International Partnerships Assistant, International Office



Salary: Grade 4 (£19,202 - £22,017 p.a.).

Reference: CSINT1009

Fixed term for 3 years due to funding

We will consider flexible working arrangements

International Partnerships Assistant International Office

Do you have the skills to support international partnerships with overseas partners? Do you have a passion for ensuring the delivery of the highest quality service to international partners and key stakeholders?

We are seeking a proactive individual to provide administrative support for a wide range of international university partnerships and sponsor activity. This role will directly support the global engagement and partnerships team within the International Office and contribute to the delivery of the University's ambition to develop and maintain strong, global partnership and sponsor networks.

This is an exciting new role and it is anticipated that you will have a busy and varied workload. You will be expected to deliver a range of administrative tasks to support our service to sponsors and be a primary point of contact for sponsor enquiries. You will also support international partnership agreements and transnational education (TNE) activity through the maintenance and collection of data and administration of international approval processes.

You will liaise regularly with a wide range of internal colleagues across campus and provide helpful and efficient customer service to a wide range of external stakeholders such as partner academic institutions and sponsors.

You will have some experience of working in a busy administrative role. You will also be able to demonstrate a high degree of professionalism and a commitment to delivering a high level of customer service to a range of internal and external stakeholders. A strong awareness of cross-cultural issues, good interpersonal and communications skills and a positive approach to team working are also essential.

What does the role entail?

As International Partnerships Assistant your main duties will include:

- Acting as a central point of contact in our service to sponsors and handling a range of sponsor enquiries;
- Maintaining student monitoring systems, collecting student data to provide progress reports and transcripts for sponsors;



- Liaising with sponsors and sponsored students to provide bespoke correspondence, reports and process academic verification requests;
- Assisting with the organisation of sponsor and partner visits, liaising with colleagues and students across campus to produce an appropriate visit programme;
- Administering processes and recording information relating to sponsor and partner scholarship and fee arrangements;
- Updating, formatting and arranging signature of contracts and agreements;
- Coordinating the paperwork for internal approval of partnership agreements;
- Ensuring internal databases and marketing resources are accurate and consistent;
- Providing general office support to the International Office operations team and Marketing Managers as required.

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 International Partnerships Assistant you will have:

- Experience of working in a busy marketing or administrative role;
- Ability to demonstrate a strong customer focused approach;
- Able to communicate clearly and comfortably with a wide range of internal and external stakeholders;
- Effective interpersonal and team-working skills with the ability to develop effective working relationships;
- Excellent organisational skills with an ability to prioritise and plan your work independently;
- A high level of flexibility and excellent problem solving skills;
- Highly accurate with close attention to detail;
- Experience of working with MS Office, databases (eg Excel, Sharepoint) and manipulation of data;
- Able to demonstrate cross cultural awareness and understanding.

You may also have:

- Experience of arranging meetings, visits or events;



- Evidence of ability to draft correspondence or reports for external stakeholders.

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.

Contact information

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

Claire Mulholland, Global Engagement and Partnerships Manager

Tel: +44 (0)113 343 4080

Email: c.e.mulholland@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.



