Many thanks for your interest in the role of administrator. This opportunity comes at an exciting point in Birkbeck’s history, as we approach our 200th anniversary in 2023.

We have always occupied a unique niche in the UK Higher Education landscape. Founded to make university education accessible to all working Londoners, Birkbeck has been constantly reinvented and renewed in the face of demographic and policy change. As we approach 2023, we will not only be celebrating this history, but also seeking to put the institution on a new footing through a major programme of capital investment to support an ambitious estates strategy.

Part of the University of London federation, we are proud of our credentials as a research intensive institution which hosted luminaries such as Rosalind Franklin and Eric Hobsbawm. Located at the heart of Bloomsbury, our academic community has always been committed to impact, not only seeking to understand but also to change the world it inhabits. Investment in our research infrastructure, enabling us to build on our existing strengths and develop new areas of excellence, is a further key objective as we approach 2023.

Our unique teaching model, centred on face-to-face evening teaching, with students able to study at a pace of their choice, has enabled us to grow in spite of a succession of external challenges, most notably the national decline in part-time and mature student numbers following changes in funding and student finance since 2008.

A series of innovations, most notably our three-year UCAS entry routes through our evening undergraduate degrees, and our comprehensive range of access routes, have enabled us to reach out to a broader spectrum of students than ever before, whilst we remain one of the major providers of academic and professional postgraduate qualifications in London and in the UK. A further focus of attention is the student experience, where we aim to improve our excellent performances in the National Student Survey (where we have regularly been the highest ranked multi-Faculty institution in London), and in graduate employability.

These ambitious goals come at a time of unprecedented change in the wider HE policy environment. Following a major restructuring in 2009–2010, the College has undergone a period of rapid growth and robust financial performance. Our proven ability to manage our way through external challenges and internal changes, allied to our strong current position, mean that our strategic discussions about the future are focussed on the development of new subject areas and new modes of delivery.

Birkbeck has always had a national role as an advocate of widening access, lifelong learning and part-time and mature students; we will continue to argue this case, ensuring that new initiatives such as the Teaching Excellence Framework reflect the complexity and multivalency of a diverse and inclusive student community. Recently announced policy developments around degree apprenticeships and around postgraduate and part-time student finance give us the opportunity to further refresh and renew our offer.

All of the Birkbeck community have a role to play both in contributing to the development of these strategic ambitions, and in delivering them.

Professor David Latchman, Master of Birkbeck
In 1823 George Birkbeck founded the London Mechanics’ Institute, an avowedly radical institution with a vision for opening up university education to working Londoners. By 1920 Birkbeck was incorporated into the University of London and today, almost 200 years later, George’s mission, ‘to ensure the universal dissemination of the blessings of knowledge’, remains undimmed.

Birkbeck, University of London, is a world-class research and teaching institution, a vibrant centre of academic engagement and excellence and London’s only specialist provider of evening higher education. Where once we were known solely for our part-time courses and mature students, today we have a wider mix. Of our current cohort of new undergraduates, over half are of BAME background, and over a third qualify for the College’s generous package of financial support for students from lower income backgrounds; students range from school leavers to retired learners, but the largest group consists of working Londoners in their 20s and 30s.

Undergraduate students study in the evening for a degree at a pace that suits them, across three, four or six years, with major recent growth coming via the three-year UCAS entry route, which has grown from zero to over 3000 students in the past six years. We are also a major provider of academic and professional postgraduate education, with the 6th largest cohort of home and EU postgraduate students in the UK. Our Master’s courses are taught predominantly in the evenings, with one, two and in some areas three-year pathways, and flexible payment options. We have 13,000 students studying for over 40 Certificates of Higher Education, six Foundation Degrees nearly 80 BA/BSc/LLB degrees and over 150 Master’s degrees in Arts; Business, Economics and Informatics; Law; Science; Social Sciences, History and Philosophy.

But while Birkbeck has its roots firmly in London, we are recognised on a global stage. The Times Higher Education (THE) World University rankings 2018 placed Birkbeck among the world’s top 350 universities overall, and ranked us the 84th most international university, taking into account both the international students and international academic collaborations. Philosophy and English at Birkbeck are ranked in the world’s top 100 according to the QS University World Rankings for 2018, whilst History, Psychology and Law at Birkbeck are all ranked in the world’s top 150.

Birkbeck’s reputation as a world-class research intensive institution was cemented by the Research Assessment Framework in 2014. Birkbeck was 30th in the UK for research, with 73% of our research rated ‘world leading’ or ‘internationally excellent’. We are home to 44 research and specialist institutes and among the awards our research has won in recent years is the Queen’s Anniversary Prize for excellence in higher education at the Centre for Brain Function and Development.

This unique combination of ground-breaking research and innovative teaching provides an inspirational learning experience for our students; we have consistently ranked in the top 5 in London for teaching and student satisfaction in the National Student Survey.

Birkbeck’s main Bloomsbury campus is in the heart of academic London, home to a number of other universities and colleges of the University of London, including University College London and the School of Oriental and African Studies. We are situated among beautiful, leafy squares in one of the world’s greatest concentrations of libraries, including the British Library and Senate House Library. Across the city in east London, we offer courses at University Square in Stratford. Both our campuses are well-served by public transport.
JOB DESCRIPTION

Job title: Team Birkbeck Student

School or Department: Development and Alumni

Reports to: Alumni and Student Ambassador Officer

Responsible for: NA

PURPOSE OF THE JOB

Birkbeck is looking for enthusiastic, confident, reliable and passionate students to support and represent the College in a variety of different ways. As a Team Birkbeck Student, you will be part of a team of like-minded students who share a passion for Birkbeck and Higher Education, and will promote and enhance the reputation of the College by sharing your knowledge and experiences with a wide range of stakeholders.

MAIN DUTIES

- Assist with events such as Open Evenings, UCAS Conventions, Postgraduate Fairs, Partner and Agent Fairs, Graduations and Offer Days – duties will include welcoming visitors, answering prospective student enquiries and sharing your Birkbeck experience, and offering general logistical support to ensure the success of each event
- Deliver campus tours in Bloomsbury to prospective students and other visitors.
- Ability and willingness to work at a range of different events including those at external venues, including fairs and hand-to-hand flyering in local community locations, which will require the confidence to approach members of the public from a range of age groups and backgrounds.
- Provide general assistance to the Widening Access and Student Engagement Team to help deliver on-campus taster sessions for school visits to Birkbeck
- Make and answer telephone calls during Marketing and Recruitment telephone campaigns.
- Attend meetings with other members of staff to share your experiences of studying at Birkbeck to donors, governors, civil servants, government and other stakeholders
- Support the International Office to help deliver a range of activities and programmes to international students
- Provide ad hoc clerical support and assistance
- Attend meetings with other members of staff to share your experiences of studying at Birkbeck to donors, governors, civil servants, government and other stakeholders
- Support the International Office to help deliver a range of activities and programmes to international students
- Provide ad hoc clerical support and assistance
- Represent the College at any other events and activities that occur during the year.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of this post

GENERAL RESPONSIBILITIES

(These are universal to all Birkbeck roles)

- To adhere to the College’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with Birkbeck’s data protection policies, and relevant current data protection legislation.
- To undertake such other duties as may be reasonably expected.
PERSON SPECIFICATION

- Current Birkbeck undergraduate or postgraduate student (Home, EU and International)
- Passionate about Birkbeck’s mission and the benefits of evening study
- Excellent customer service skills
- Ability to effectively communicate, both written and orally, with a diverse range of people
- A welcoming, approachable and polite manner at all times
- A positive, can-do attitude
- Outstanding listening skills
- Reliable and excellent time management
- Willingness to work a flexible schedule, including evenings and weekends
- Able to show initiative and work under minimal supervision, maintaining a professional manner
- Awareness of the wide issues and challenges prospective students may have when considering studying at the Higher Education level.

Benefits of the role

- The opportunity to make a positive contribution to Birkbeck whilst enhancing your CV
- Develop excellent transferable skills which will benefit both your student life and your future career, including communication skills, teamwork practice, independent thinking and self-confidence
- Meet staff from across the College
- Flexible working hours
- Become part of a group of like-minded students
- An enjoyable fun experience
**FURTHER INFORMATION**

**Salary:**
£10.83 per hour (Grade 2)

**Hours:**
Variable - casual

**Duration of post:**
Fixed term – casual

**Probation:**
This appointment may be subject to a probation period of 6 months

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**HOW TO APPLY**

**Closing date for applications:**
Midnight on 9 September 2018.

**Selection days:**
Tuesday 18 September or Wednesday 19 September 2018 (approximately 2.5 hours in length and during the daytime)

**Start date:**
To be confirmed following interview

Compulsory training session: Wednesday 26 September, 15:00-18:00

To apply for this position please go to our online recruitment portal and search for reference 162.

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV which can be uploaded.

All applicants are asked to provide a statement on their suitability for the role. This is a key piece of information which will help us determine your suitability for the role, so please:

- Align your skills and experience with both the job description and person specification.
- Be specific about projects you’ve worked on or managed. What was the outcome? How did you measure success?
- If you've had a leadership role, tell us about it. How big was the team? What was the scope of your work?
- If you're a recent graduate or have limited work experience, reference projects or coursework that demonstrate relevant skills and knowledge.
- Keep it short; the application form or the CV should contain all the additional information that we need during the selection process.

In addition to your application statement you may be asked to answer specific questions in areas that we consider essential to the role.

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**INFORMAL ENQUIRIES**

Informal enquiries can be made to:

Andy Stirups, Alumni and Student Ambassador Officer (Tel: 0207 380 3267 e-mail: a.stirups@bbk.ac.uk).

**HELP & ASSISTANCE**

If you are having difficulties accessing this site please email jobs@bbk.ac.uk
OUR COMMITMENT TO EQUALITY & DIVERSITY

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the ‘positive about disability’ Disability Confident scheme and guarantees to interview all candidates who meet the minimum essential criteria for the post and have chosen to opt in the scheme.

Birkbeck is a member of the Equality Challenge Unit, holds a Bronze level Athena SWAN award, a Mindful Employers Charter signatory and subscribes to Stonewall’s Diversity Champions.