



Erasmus+ Student Traineeship in the UK

EMPLOYER INFORMATION	
Name of organisation	Goldsmiths, University of London
Address inc post code	New Cross, London SE14 6NW
Telephone	0207919 7171
Fax	02079197704
E-mail	International-office@gold.ac.uk
Website	www.gold.ac.uk
Number of employees	1500 University, 15 (International Partnerships & Development)
Short description of the company	Goldsmiths is a major College of the University of London and a research intensive university. We have an annual turnover of some £90m and approximately 8,000 students. Goldsmiths' unique approach comes from the interaction and co-operation of 15 academic departments, together with a number of smaller centres and units. Our students benefit from innovation and excellence across a diverse range of subjects: arts and creative disciplines, humanities and social sciences, education, and computing.
CONTACT DETAILS	
Contact person for this traineeship	Edd Barley
Department and designation / job title	International Officer, International Partnerships & Developments
Direct telephone number	02079197577
E-mail address	e.barley@gold.ac.uk
Application Procedure	
Who to apply to (including contact details)	International-office@gold.ac.uk
Deadline for applications	Rolling
Application process	CV, cover letter and interview

Other	
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Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	You will work as part of the International Partnerships and Developments team (IPAD), working with other team members as appropriate and working on discrete projects across the department. This internship is project and research based, but will also include clerical and administrative support for the International Partnerships and Developments section including dealing with correspondence, enquiries and providing administrative support for the international admissions and recruitment teams.
Description of activities	<p>The work of this position will involve pre-planned projects and ad-hoc duties</p> <ul style="list-style-type: none"> • Projects around data management and mining, market research, student research and web design/ analytics to be incorporated into the strategic plans and recruitment activities of the International Partnerships and Developments team. The post holder will be expected to identify areas where their particular skills can contribute to the success of the department as well as respond to specific and ad-hoc requests. • Administrative support for the international admissions team: handling correspondence relating to international admissions, dealing with enquiries from applicants and other stakeholders, assisting with the international admissions filing systems, data entry of application forms and ensuring all applicant records are complete, up-to-date and accurate prior to student enrolment. • Administrative support for the international recruitment team: assisting with the international marketing activities of the department, maintaining and developing accurate files and databases for international activities, helping with the content management of the international web pages and assisting with the management of Goldsmiths' international representatives and partners.
Location	International Partnerships and Development Office, 41 Lewisham way, New Cross, London

Start Date	July
Duration	3 weeks- 3 months
Working hours per week	35
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English to a high level would be important in this role.
Computer skills and level of skills required	Experience and familiarity with computerised record systems, spreadsheets, databases and complex administrative systems would be an advantage.
Drivers license	n/a
Other	<p>Possess strong communication and interpersonal skills, including written skills. You will be outgoing and able to engage with a variety of audiences, of clearly setting and managing expectations and be able to handle sensitive information in a diplomatic manner. Applicants with an interest in international Higher Education would be preferred.</p> <p>Ability to favourably represent the College with enthusiasm and integrity (and where appropriate, with persuasion) to applicants and their advisors as well to external organisations.</p> <p>Be numerate, accurate, methodical, well organised and logical with a high level of attention to detail</p> <p>See attached document for complete skills requirements.</p>

INFORMATION PROVIDED BY

Name	Edd Barley
Department / Function	International Officer, International Partnerships & Developments
E-mail address	e.barley@gold.ac.uk
Phone number(s)	02079197577

Date	16/06/14
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