



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: TRIUM Marketing, Recruitment & Admissions Officer**

**Department/Division: TRIUM Global EMBA Programme Department of Management**  
**Accountable to: Director of TRIUM Marketing, Recruitment and Admissions**

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Previous experience in events, marketing and/or recruitment administration roles, preferably in Higher Education or professional services	E
	Administration experience in a customer services environment	E
	Experience of working with databases and management information systems	E
	Educated to degree level or equivalent	E
	Excellent IT user skills, data entry and analysis (including MS Word, Excel, Outlook and PowerPoint)	E
	Excellent communication skills	E
	Experience of working in an international environment and an awareness of cultural issues	D
	Experience of small project work within a team	D
<b>Teamwork and Motivation</b>	Experience of writing for the Web, social media and newsletters	D
	Ability to work as part of a team as well as on own initiative	E
	Evidence of participating in, and actively contributing to a team	E
<b>Initiative and Problem Solving</b>	Experience of working in an international team	D
	Ability to prioritise issues, and develop options to tackle them	E
	Ability to evaluate issues from a number of options, the most appropriate course of action and recognise when appropriate for referral	E



	Ability to solve day to day problems as they arise	E
<b>Liaison and Networking</b>	Ability to participate in relevant internal and external networks	D
	Confidence to represent a team or organisation as an ambassador or contributor to internal or external stakeholders	D
<b>Planning and Organising resources</b>	Excellent organisational skills and attention to detail	E
	Ability to manage time effectively and work to tight deadlines	E
	Ability to work independently, establishing own priorities and goals	E
	Ability to implement admissions procedures and processes	E
	Ability to work under pressure	E
<b>Investigation, Analysis and Research</b>	Ability to create and develop reports.	E
	Ability to analyse complex information and present accurate results	E

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**