



University & Student Marketing Executive - Undergraduate of the Year Awards - 6 month Fixed Term Contract – September 2019 – February 2020

We currently have a vacancy for a 6 month fixed term contract for a graduate calibre individual to join the Undergraduate of the Year Awards team at GTI Media, in Wallingford, Oxfordshire. The role is to promote the Undergraduate of the Year competition to both students and universities. The key function of the role is to deliver a high volume of student entries (5,000) and competition completions from the target universities

<https://undergraduateoftheyear.com/>

THE ROLE – DUTIES AND RESPONSIBILITIES

- Attract students to enter the competition via personal contact with key influencers (departments, Careers Service, student societies and student unions)
- Promote the competition via various 'on campus' media and social networking sites across UK campuses
- Attend off site careers events to promote the competition
- Co-ordinate online and paper production of promotional material, and distribute to university and student contacts to increase online applications
- Research of student societies, and other resources to maximise applicants
- Update and maintain contact databases
- Checking award e-mail inbox and replying to enquiries

PERSON SPECIFICATION

- Must be comfortable in making high volumes of telephone calls to a database of contacts
- Computer literate: experience of using email, internet and MS Office packages (Outlook, Excel and Word)
- Excellent verbal (phone & face to face) and written communication
- Knowledge of using and administrating social networking sites
- Organised and able to adhere to deadlines
- Ability to communicate with both university staff and students
- Team work skills
- Attention to detail (accuracy & efficiency)
- Self motivated and displays initiative
- Confident, flexible and adaptable
- Full, clean driving licence would be an advantage

OTHER INFORMATION:

- Temporary role – 2nd September 2019 – 28th February 2020
- Monday to Friday 9.00am – 5.30pm – an hour break for lunch, 37.5 hours per week, but hours necessary to deliver events portfolio
- Salary - circa £20k per annum pro rata for contract period
- 25 days holiday per annum pro rata plus bank holidays

ABOUT GTI

Website: www.groupgti.com

When GTI was formed 30 years ago, our mission was simple: to help organisations recruit top early talent, while providing students with the best resources possible to make successful decisions about their future. Today, we are the UK and Ireland's leading provider of graduate and school leaver recruitment services for employers looking to attract and recruit the most talented and engaged students.

Through our brands: TARGETjobs, TARGETcareers, TARGETconnect, TARGETrecruit and gradireland we provide access to top-quality students through an unbeatable series of media products and databases. We also support companies recruiting early talent with market-leading products and services including student research, employer branding, candidate sourcing, recruitment process outsourcing (RPO) and application tracking systems (ATS).

For schools and higher education institutions, we offer unique support to help their students and provide database software solutions.

Our targeted multimedia careers resources for students and school leavers include the UK's largest graduate jobs website, the most-read careers publications on campus, and industry-renowned events designed to improve work-readiness. It is because of this reach that we have well over a million registered university students and school leavers on our database.

Through experience working alongside over 3,000 corporate and academic clients and with operations across Europe, Asia-Pacific, North America and beyond, we are proud to offer the very best products, resources and services at every stage from education to employment.