

## CGU Stella for Staff 2021

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER WOR01

#### INFORMATION OF HOST UNIVERSITY

<b>Name of institution</b>	University of Worcester.
<b>Address</b>	Henwick Grove, Worcester, WR2 6AJ, UK.
<b>Telephone</b>	01905 855000
<b>Web</b>	<a href="http://www.worcester.ac.uk">www.worcester.ac.uk</a>
<b>Short description</b>	The University of Worcester is a close-knit community where students are supported to succeed at every level. The University has been shortlisted for University of the Year in the 2020 Times Higher Education Awards, as well as Outstanding Contribution to Equality, Diversity and Inclusion, Widening Participation or Outreach Initiative of the Year and the THE Datapoints Merit Award. The University is a truly inclusive place where every person counts as an individual. From designing imaginative facilities to providing practical support and tailored learning, we strive to help people of all backgrounds and abilities to achieve their own rich potential.

#### INFORMATION OF PLACEMENT OFFER

<b>Mobility</b>	In-person.
<b>Department</b>	Worcester International.
<b>Description of activities</b>	<ul style="list-style-type: none"> <li>• Observe and assist with the preparations for a three-day student led international induction and associated events such as airport pick up, student enrolment, information giving and social events.</li> <li>• Assist with presentations about international mobility to new students in Welcome Week.</li> <li>• Exchange knowledge and good practice in the areas of language support, international recruitment and international student support and experience.</li> </ul>
<b>Working languages</b>	English.
<b>Working place</b>	Worcester International.
<b>Mobility period</b>	Within the indicated period. Monday 13th - Tuesday 22nd September 2021.
<b>Length</b>	7 working days.
<b>Daily working hours</b>	5 - 7 hours.
<b>No. of offered placements</b>	2.
<b>Accommodation</b>	10 nights bed and breakfast in self-catering guest accommodation (Barrington House) funded by University of Worcester.

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#### CURRICULAR PROFILE OF CANDIDATE

<p><b>Required experience</b></p>	<ul style="list-style-type: none"> <li>• Administrative experience in an HE setting, preferably within an International Office, Communications Department, Recruitment Office or Student Services.</li> <li>• Experience of supporting international students and/or managing international mobility programmes would be an advantage.</li> <li>• Additional experience with communication, marketing and design strategies in the processes of internationalization/international education and beyond is welcome.</li> </ul>
<p><b>Required skills</b></p>	<ul style="list-style-type: none"> <li>• Good communication skills and intercultural sensitivity.</li> <li>• A flexible approach to working and a willingness to share good practice and to offer constructive feedback.</li> <li>• An ability to see what needs to be done and initiative to problem solve.</li> </ul>
<p><b>Academic title</b></p>	<ul style="list-style-type: none"> <li>• Degree.</li> </ul>