

Sotheby's INSTITUTE OF ART

ROLE DESCRIPTION

Position Title:	Career Services Assistant
Reports to:	Head of Career Services, with a dotted line to Senior Careers and Events Coordinator
Location:	Sotheby's Institute of Art - London
Contract:	Part-time, 2.5 days per week; hybrid and flexible hours
Salary range:	£25,000 - £28,000 (pro-rata), dependent on skills and experience

OVERVIEW

We are seeking someone for this exciting new varied Careers Assistant role. The postholder will support in the delivery of a high-quality and arts-focused careers service for students and alumni for 2.5 days per week and provide administrative support to the Careers Team.

The ideal person for this role will have excellent organisation, communication, and administration skills, with experience of creating content and marketing materials for a busy and varied Careers Events programme. Proven ability to analyse and interpret data to enhance the Careers Service is desirable.

THE ROLE

- Deliver fresh and engaging content related to careers and professional development in the art and luxury sectors across the Institute's platforms: website, social media, LinkedIn, internal etc.
- Analyse both quantitative and qualitative data to enhance SIA career services effectiveness by collecting and reporting on data tied to alumni career paths.
- Support the Head of Careers and Senior Careers & Events Coordinator with the administration of the Work Placement Elective, providing support to employers, students and coordinating in-curriculum placement. This will include ensuring all the correct paperwork is received from the student and the employer; ensuring the placement is set up correctly between SIA and the employer; and to ensure that SIA remains compliant in accordance with the placement requirements and partnership organisations.
- Assist the Head of Careers and Senior Careers & Events Coordinator to enhance the SIA job's board database and expand the job offerings including internship and future employment opportunities.
- Provide administrative support for the Career's Department including responding to email enquiries in a timely manner.
- Proofread and review presentation materials and student CVs when required.
- Support the Senior Careers and Events Coordinator with the busy schedule of Careers' related events during the academic year including an annual Career Fair.
- Assist the Careers team with developing employer engagement and supporting new opportunities and relationships.

ESSENTIAL SKILLS AND EXPERIENCE

- Strong written and verbal communication skills
- Strong analytical skills for data interpretation
- Excellent attention to detail
- Experience of marketing events (ideally within an arts education setting)
- Proven administration skills, including MS Office
- Proven use of a variety of digital platforms, databases and IT software
- Able to work on own initiative and as part of a team
- Excellent organisational and time management skills
- Flexibility to work varying work hours
- Educated to degree level (or equivalent)

DESIRABLE SKILLS AND EXPERIENCE

Experience of working within a higher educational setting
 Interest in and knowledge of the art and luxury worlds
 Experience in proof reading
 Knowledge of the recruitment sector

HOW TO APPLY

1. Applicants must be eligible to work in the UK.
2. Please submit both your CV and a covering letter for this position. The covering letter should detail your interest in this role and outline your experience against the requirements detailed in our Person Specification.
3. Please submit all documents to this email address: ukvacancies@branded-edu.com

Deadline for applications is Friday 8th March. Interviews will be held the week commencing 11th March.