JESUS COLLEGE

JOB DESCRIPTION

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

ADMISSIONS COORDINATOR

DEPARTMENT: TUTORIAL DEPARTMENT
REPORTS TO: TUTORIAL DEPARTMENT MANAGER
STAFF RESPONSIBLE FOR: SCHOOLS’ LIAISON OFFICER
SALARY RANGE: £34,000 - £36,000 (Depending on Experience)

ORGANISATION CHART:

MAIN PURPOSE OF THE JOB:

To work alongside the Admissions Tutors to manage and coordinate undergraduate admissions. To oversee the development of the College’s programme of access and outreach work, in close collaboration with the Admissions Tutors and the Schools’ Liaison Officer (for whom the post holder has line management responsibility).
KEY TASKS AND RESPONSIBILITIES:

Undergraduate Admissions:

- Act as the main point of contact and manage appropriately all enquiries (both by email and over the telephone) concerning admissions, prospectuses and offers. Liaise with schools, parents and prospective candidates at all stages of the admissions process.
- Inform and advise applicants, their parents, teachers and others about admissions policies and procedures.
- Manage all aspects of the admissions process from application to admission.
- Assess applicants on paper to identify weak applicants and advise Admissions Tutors to ensure consistency.
- Liaise with Central Admissions Office (CAO) regarding the delivery of pre-admissions assessments.
- Liaise with the Tutorial team to ensure that candidates with disabilities receive clear communication and prompt provision of study and special needs support packages during the Admissions process and for offer holders.
- Arranging payments for interviewers, student helpers and invigilators.
- Administer the Organ Scholarship, Choral Scholarships and Instrumental Awards schemes.
- Manage all aspects of the candidate interview process, including liaison with Directors of Studies and candidates, drawing up complex schedules, making necessary domestic arrangements and providing relevant paperwork.
- Ensure that the College complies with admissions procedures and policies set by the University (including quotas and the Equality Act).
- Liaise with the Cambridge Admissions Office (CAO) at all appropriate stages in the admissions process.
- Attend Admissions Administrators’ meetings and other working groups as appropriate and required to ensure sharing of good practice and development of admissions procedures more generally.
- Manage the undergraduate admissions helper scheme for interview days.
- Contribute to the development of admissions research and reporting, to identify key trends and advise the Admissions Tutors on future policy-making accordingly.
- Use IT systems to maintain and develop admissions processes, including the University’s student records database (CamSIS). Produce statistical reports from databases, including CamSIS.
- Keep up to date with current educational policies and educational system changes and advise the Admissions Tutors and other College staff as appropriate.
- Attend decision meetings following candidate interviews, as required, to provide advice and guidance to Admissions Tutors.
- Inform applicants and their schools and Colleges of the outcome of the applications, providing feedback and dealing with their responses where appropriate. Respond to complaints from parents and schools and provide advice on the formal complaints procedure, if required.
- Assess student fee liabilities and provide advice as required. Manage financial declarations for Home/EU and overseas students and advise the Financial Tutor in making decisions on satisfying financial conditions for overseas offer holders.
- Produce the necessary paperwork for the Winter and Summer Pools, including preparing files and cover sheets and organising interviews.
- Organise and manage the College Open Days, including conducting tours for prospective students and giving presentations to parents and/or teachers.
- Check all students meet the matriculation requirements.
- Collate pre-university reading lists if required by Directors of Studies, ensuring these are updated and communicated appropriately.
- Operate and maintain admissions filing systems, ensuring efficient document retrieval.
- Update and maintain content on the College website and College intranet (JNet), in collaboration with the Tutorial and Communications teams.
- Design and develop the College’s undergraduate prospectus and other communication materials, in liaison with the Admissions Tutors and Tutorial and Communications teams.

Access and Outreach:

- Line management responsibility for the Schools’ Liaison Officer. This includes the planning and coordination of workload via regular one-to-one meetings. In collaboration with the Tutorial Department Manager,
• responsible for staff motivation, recruitment and retention, induction and training, dealing with staff absences, annual performance and development reviews and dealing with any performance issues that may arise.

• Support the Schools’ Liaison Officer with the coordination and management of the College Ambassador Scheme (undergraduate student volunteers), including arranging training sessions and coordinating awards at the end of each academic year.

• Participate in outreach and recruitment activities in Link Areas, as required, in place of or in addition to the Admissions Tutors and/or Schools’ Liaison Officer.

• Attend the College’s Access Strategy Committee, and contribute papers and agenda items as required.

Any other related duties as directed by the Tutorial Department Manager and Admissions Tutors, including cover for other team members as required.

BUDGETARY AUTHORITY:

• Monitoring of Admissions Office expenditure, including interview expenses, in coordination with the Admissions Tutors and the Tutorial Department Manager.

• Oversight of Access budget, which is directly managed by the Schools’ Liaison Officer.

PRACTICAL REQUIREMENTS:

• This is a full-time position working 36.5 hours per week Monday to Friday. During the admissions period (October to December) the role is especially busy and work on evenings and weekends will be necessary (consideration for an annualised contract could be discussed).