Further Particulars

Admissions Manager

About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-eight colleges of Oxford University. Similar to other Oxford colleges, Univ is a self-governing establishment run by a Governing Body, which comprises the Master (the Head of the College) and Fellows.

The College functions as an independent institution and as a social and residential centre for its members and currently has approximately 400 undergraduate and 200 graduate students, studying most of the core subjects on offer at Oxford. The College is located mainly on an attractive historic site in the centre of Oxford. Information about the College is available on our website at http://www.univ.ox.ac.uk/.

The Academic Office

The Academic Office is responsible for providing administrative support for all aspects of the College's academic functions, under the overall responsibility of the Senior Tutor.

The Academic Office also includes the Academic Services Manager, who is responsible for on-course student administration and academic appointments and has overall responsibility for the smooth running of the office; the Academic Registrar, the Student and Academic Recruitment Administrator; the Schools Liaison and Access Officer; Academic Support Administrator and the Disability and Welfare Administrator.

The Role

The Admissions Manager will report to the Senior Tutor, and will also work closely with the Dean of Graduates and the College’s subject tutors. The role interacts with key positions in other College Offices e.g., the Treasury, the Domestic Bursary and the Student Welfare Office. In addition, there is frequent contact with the University’s Undergraduate Admissions Office and its Graduate Admissions and Funding Teams, the Admissions and Schools Liaison and Access teams and with parents, teachers, departments and the academic divisions.

The selection of students is one of the College’s most important and prominent functions. The Admissions Manager will play an important organisational role in recruitment and access events and have full operational responsibility for undergraduate and graduate admissions. In addition, he or she will be expected to manage an efficient Admissions/Schools Liaison and Access Office within the Academic Office and will work closely with the College’s Access and Schools Liaison Officer developing resources and events offered to potential applicants. Over 50 current undergraduates volunteer as Student Ambassadors, visiting schools and participating in key events such as Open Days, and helping as student helpers during the admissions weeks in December. Further details of the duties are provided in the Job Description.
Pay and Benefits

The salary is in the range of £32,817 - £40,322 p.a., depending on experience. This is a permanent, full time position (based on a standard 36.5 hour week).

This is a senior position in which the post-holder will be expected to work flexibly depending on the workload of the Academic Office or during holiday periods. In addition, the post-holder may be expected to work extra hours on some occasions, especially during the undergraduate admissions weeks in December when strict deadlines apply.

In line with the responsibilities of the post, flexibility in working hours will be required as the role requires some out of hours work for events, meetings and travel (UK). The post carries with it generous benefits, including:

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<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Pension</th>
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<tr>
<td>30 days’ annual holiday pro rata excluding bank holidays*</td>
<td>While on duty and if the kitchens are open</td>
<td>Membership of the USS Pension Scheme</td>
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<td>Employee Assistance Programme</td>
<td>Occupational Sick Pay</td>
<td>Bus Pass Purchase Scheme</td>
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<td>BUPA Health Care Insurance with access to spouse/partner and children</td>
<td>Enhanced Maternity Pay</td>
<td>Bicycle Purchase Scheme</td>
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<td>Salary Sacrifice Scheme</td>
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*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time.

The appointment will be conditional on verification of the successful candidate’s right to work in the UK and the receipt of satisfactory references.

How to apply

Please submit a completed application form (available from our website) and a cover letter, explaining how your experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk.

Closing date for applications is 5 August 2020.

Interviews will be held in w/c 10 August 2020.

*The College is an equal opportunities employer. Applicants are asked to complete the confidential and anonymous recruitment monitoring form.*

Data Protection

All personal information will be treated in accordance with the principles of the GDPR and related UK data protection legislation. If appointed, your application information will be retained securely as part of your confidential staff record. University College Privacy Policy & Information on how Univ uses your data can be found on https://www.univ.ox.ac.uk/policy-documents/.