Job Description

Job Title: Admissions Manager

Accountable to: Senior Tutor

Accountable for: Schools Liaison and Access Officer and Academic Support Administrator

Liaison with: Fellows, Students, Staff, Old Members

Main duties and Responsibilities

1. Undergraduate Admissions

- Have overall operational responsibility for the admissions exercise in Michaelmas Term, which will include coordination with the University’s Admissions Office, operating the central and college-based computerised admissions systems, organising the circulation of information to candidates and tutors, setting up timetables for interviews, arranging tests and skype interviews, liaising with the Disability and Welfare Administrator in respect of applicants who have declared a disability, ensuring that interviewers are paid as appropriate.

- Draft letters to candidates informing them of the outcome of their applications, and prepare feedback letters to schools.

- Maintain contact with candidates before and after the A-Level results are announced, and prior to the arrival of each year’s new intake of students; prepare and publish the online Undergraduate Welcome Pack.

- Manage the Confirmation process in August following the release of A-Level results.

- Prepare and submit CAS requests for overseas students and issue ATAS certificates, in line with student visa regulations.

- Make the administrative arrangements for the College’s pre-sessional Maths Week for Freshers in the Mathematical and Physical Sciences and the Medical Sciences, and any other ‘bridging’ activities.

- Administer the College Parents scheme and the Study Buddies scheme.

- Liaise with the Academic Services Manager and Academic Support Administrator (Admissions) regarding arrangements for Welcome Week and student registration.

- Attend and contribute to meetings of the Student Support and Access Committee (a sub-committee of the Old Members’ Trust).

- Coordinate the annual organ and choral auditions.
2. Graduate Admissions

- Manage the administrative operations in respect of the rolling graduate admissions process, including using the University’s student record management system (training provided).

- Oversee the processing of graduate applications, including the collation of evaluations from tutors and the tracking offers/withdrawals; issuing offer letters; issue and assess financial declarations in line with University guidelines.

- Liaise with the central Graduate Admissions and Funding team, and with departments and faculties.

- Manage the administration of the College’s graduate scholarship schemes.

- Support the graduate induction process, and manage the administration of the College’s Graduate Adviser Scheme for incoming graduate students.

- Prepare and publish the online Graduate Welcome Pack.

- Support the Senior Tutor and Dean of Graduates in graduate number planning.

- Provide clear records of student financial arrangements for the College Treasury.

3. Schools Liaison

- Play a key part in the organisation of three Open Days and other student recruitment, access, and teachers’ activities.

- Oversee the work of the Schools Liaison and Access Office ensuring the smooth running of the programme of events and activities.

- Deal with admissions enquiries from schools and prospective candidates.

4. Line management

Manage the Schools Liaison and Access Officer and the Academic Support Administrator (Admissions).

Manage up to 30 student ambassadors during admissions interviews.

5. Related duties

- Carry out relevant updates to the College’s internal records, communications with new members, financial due diligence (particularly in respect of incoming graduate and undergraduate students), and creating student files and records for new members.

- Prepare reports and statistics for College committees and Governing Body.

- Ensure the accuracy of the College’s admissions entries into College and University publications and on the College’s website.

*Any other duties in related areas which the Senior Tutor may reasonably expect.*
Person Specification

Essential Qualifications, Skills and Experience

1. Educated to degree level (or equivalent qualifications/professional experience).
2. Strong IT skills, in particular experience of Microsoft Word and Excel.
3. Strong oral and written communication skills and numeracy.
4. A track record of administrative and project management experience and the ability to implement policy changes.
5. A high level of organisation and accuracy and the ability to work independently and solve problems.
6. Ability to work flexibly and under pressure and to meet deadlines.
7. Excellent people and inter-personal skills and the ability to work collaboratively as a member of the Academic Office team.
8. Experience of handling sensitive personal data.
10. A strong commitment to Higher Education and to the College’s and the University’s admissions policies.

Desirable qualities

11. Experience of successfully line-managing staff.
13. Knowledge or experience of Oxford University, one of its colleges, or of another Higher Education institution, particularly of admissions.