



## Job Description

<b>Job Title:</b>	Admissions Officer
<b>Accountable to:</b>	Academic Registrar
<b>Liaison with:</b>	Fellows, Students, Staff, Old Members

### Overview of the Role

Based in the College's Academic Office, the Admissions Officer has operational responsibility for the College's undergraduate and graduate student admissions exercises. They also play a key collaborative role in student recruitment and the promotion of fair access. They work alongside the full-time Schools Liaison and Access Officer, and they are line-managed by the College's Academic Registrar. The College's Senior Tutor, who is also Head of the Academic Office, has overall responsibility for all aspects of undergraduate and graduate admissions.

The College has a long-standing commitment to the promotion of fair access in undergraduate and graduate admissions. To this end, it has led a number of pioneering programmes in undergraduate and graduate recruitment, and with the generous support of benefactors it has invested heavily in undergraduate and graduate bursaries. The Admissions Officer will play a key role in carrying this work forward.

### Main duties and Responsibilities

#### 1. Undergraduate Admissions

- Have overall operational responsibility for the undergraduate admissions exercise, which will include coordination with the University's Admissions Office, maintaining databases, operating all relevant management systems, organising the circulation of information to candidates and tutors, arranging tests and online interviews, liaising with relevant members of staff to ensure appropriate adjustments in respect of applicants who have declared a disability, ensuring that interviewers are paid as appropriate, delegating appropriately to supporting staff members etc.
- Draft communications to candidates informing them of the outcome of their applications and prepare feedback for candidates and referees.
- Maintain appropriate contact with offer-holders including the answering of queries concerning finance, student visas and the admissions process.
- Liaise with the Disability and Welfare Advisor in respect of applicants who have declared a disability;

- Oversee appropriate offer-holder support including the planning of an offer holder welcome event.
- Liaise with Academic Office colleagues 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 College's Old Members' Trust).
- Coordinate the annual organ and choral auditions.
- Interrogate data and produce reports for relevant committees in support of undergraduate admissions matters.
- Attend relevant college committees.
- As required, represent the College on University committees and working groups.

## **2. Graduate Admissions**

- Manage the administrative operations in respect of the rolling graduate admissions process, including maintaining timely records in the appropriate student record management system;
- Process graduate applications; have oversight of numbers management; issue offer letters; issue and assess financial declaration in line with University guidelines;
- Liaise with other College departments to provide accurate information regarding Graduate freshers;
- Liaise with the central Graduate Admissions and Funding team, and with departments and faculties;
- Liaise with the Disability and Welfare Advisor in respect of applicants who have declared a disability;
- Manage the administration of the College's graduate scholarship schemes;
- Manage the graduate registration process for incoming graduate students including the production of fresher's information;
- Support the Senior Tutor and Tutor for Graduates in graduate number planning;
- Provide clear records of student financial arrangements for the College Treasury.

## **3. Schools Liaison and Access**

- Under the direction of the Academic Registrar, and in collaboration with the Schools Liaison and Access Officer, support the delivery of the College's schools' liaison and access activities. These activities, primarily delivered by the Schools Liaison and Access Officer, include both those which are focused on student recruitment and those which support the College's ambition to drive equality of opportunity and promote fair access to Oxford University/Colleges. Activities include, but are not limited to, inbound and outbound school visits, workshops and study days, conferences for teachers, annual open days and the provision of high-quality online resources.
- Represent the College at events for external audiences and stakeholders.
- Engage pro-actively with inter-collegiate and University initiatives to promote fair access.
- As required, represent the College on University committees and working groups.

## **4. Related duties**

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

University publications and on the College's website.

- Contribute to the continuous improvement of the Academic Office's administrative services, and make appropriate recommendations to enhance the service to students and academic staff.
- Support the Senior Tutor in the provision of expert advice to students and tutors on admissions and access related matters.
- Other duties commensurate with the grade and responsibilities of the role, as the Senior Tutor may reasonably request.

## Person Specification

### Essential Qualifications, Skills and Experience

1. Educated to degree level, or equivalent professional experience.
2. Strong IT skills.
3. Strong oral and written communication skills and numeracy.
4. A track record of administrative and project management experience.
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.
9. Knowledge of relevant legislation and guidelines including Data Protection, Freedom of Information, Immigration & Asylum regs, the Equality Act 2010.
10. A strong commitment to Higher Education and to the College's and the University's admissions ambitions, particularly the promotion of student opportunity and fair access.

### Desirable qualities

11. Experience of using a relational database and web content management systems.
12. Knowledge or experience of Oxford University, one of its colleges, or of another Higher Education institution, particularly of admissions.