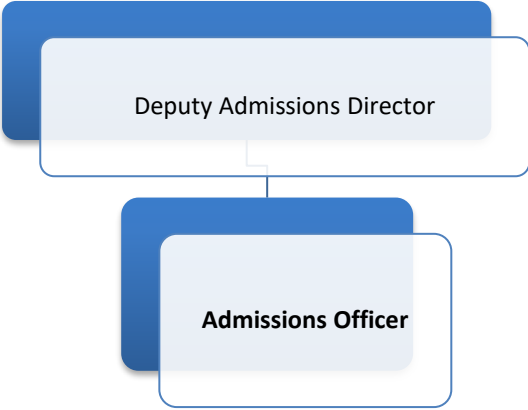




Job Description

Job Title: Admissions Officer		Post holder :
Reporting To : Deputy Admissions Director		
 <pre> graph TD A[Deputy Admissions Director] --- B[Admissions Officer] </pre>		
Main Purpose of Role/Overview :		
<p>The Admissions Officer is one of the principal administrators of the Admissions Office and is involved in the administration of both the undergraduate and postgraduate admissions processes, including the Cambridge Graduate Course in Medicine (CGCM). Reporting to the Deputy Admissions Director, they help administer all aspects of admissions for the College.</p>		
Main Responsibilities & Duties:		Standards of Performance/Results :
<p><u>Applicant support</u></p> <ol style="list-style-type: none"> 1. Assist the Deputy Admissions Director to answer, track and follow up on enquiries from prospective and current undergraduate applicants, and manage the relevant data capture systems. This includes advising potential undergraduate applicants of costs of courses, required maintenance, statutory funding, discretionary grants, and studentships, referring on for specialist help where relevant. 2. Work with the Deputy Admissions Director and the Communications and Marketing Team to ensure that the admissions section of the website is up to date, and that accurate information is available to applicants on major social media platforms and elsewhere. 3. Attend Open Days and other similar events, and be available to speak to any students who might be planning applications as appropriate. <p><u>Undergraduate and CGCM admissions</u></p> <ol style="list-style-type: none"> 4. Attend Undergraduate Admissions Officers Meetings in conjunction with the Deputy Admissions Director and participate in other 		<ol style="list-style-type: none"> 1. All viable enquiries answered and relevant data captured. 2. The College website and all information put into the public domain is up to date and accurate. 3. Be available as required. 4. Be available as required; the College is kept up to date with all matters concerned.



<p>relevant College and University Working Groups and Committees, as necessary.</p> <ol style="list-style-type: none">Maintain an up-to-date knowledge of regulations and requirements for all areas of admissions, including immigration, and ensure that these are followed at every stage of the admissions process.Manage and maintain accurate records for all undergraduate and CGCM applicants to the College for the purposes of administration and decision making, including applicant files and an applicant tracker spreadsheet.Act as the main point of contact for undergraduate and CGCM applicants to the College, ensuring that information and decisions are disseminated in a timely manner, and all enquiries are answered promptly.In conjunction with the Deputy Admissions Director, maintain an up to-date and comprehensive offer-holder webpage so as to share important information throughout the undergraduate admissions round.Assist the Deputy Admissions Director to administer the undergraduate and CGCM admissions process, including sharing information for use in shortlisting, scheduling interviews, and ensuring that specific applicant support needs are met.Assist the Deputy Admissions Director to administer the admissions process for visiting students, including sharing information for use in shortlisting, scheduling interviews, and liaising with feeder institutions.Support the Deputy Admissions Director in importing and exporting undergraduate applicants via the January and August pools.Support decision-making over undergraduate and CGCM applications by assisting the Deputy Admissions Director to verify exam results and other documentation such as Financial Guarantees, as well as corresponding with CAO and UCAS where appropriate.Support the Deputy Admissions Director in preparing and disseminating generic feedback on applications and interviews for use by feeder	<ol style="list-style-type: none">Correct procedures are followed and zero complaints upheld.Accurate records maintained and consistently updated.Information shared in order to ensure a smooth experience for applicants and enquiries answered in a timely fashion.Offer-holder webpage is comprehensive and updated as required.Timely notification of all application outcomes to all candidates and zero complaints upheld.Timely notification of all candidates and zero complaints upheld.Be available as requested; the College is able to make good use of the Pools.Correct procedures followed, decisions reached promptly and zero complaints upheld.Liaison throughout the year.
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<p>institutions and partner assessors (including co-interviewing colleges and the Clinical School).</p> <p><u>Postgraduate Admissions</u></p> <ol style="list-style-type: none">14. During the peak period for postgraduate admissions, support the Postgraduate Admissions Officer where necessary in processing postgraduate applications received by the College, including CamSIS processing, letter writing and communication with other Colleges or central bodies, where relevant.15. Support the Postgraduate Admissions Officer in communicating with postgraduate offer-holders and running offer-holder sessions where necessary.16. During Confirmation, support the Postgraduate Admissions Officer to confirm successful offer-holders and to work with the Operations and Estates team in the allocation of postgraduate accommodation.17. Deputise for the Postgraduate and CGCM Admissions Officer, as required, at intercollegiate meetings regarding postgraduate admissions.18. Work with the Postgraduate and CGCM Admissions Officer and Deputy Admissions Director to plan and carry out a range of effective graduate outreach and recruitment initiatives and events. <p><u>Undergraduate Offer Holder support</u></p> <ol style="list-style-type: none">19. Act as first point of contact for undergraduate and CGCM offer-holders and plan, coordinate and administer activities to minimize offer-holder attrition.20. In conjunction with the Deputy Admissions Director, maintain an up to-date and comprehensive offer-holder webpage.21. Collaborate with all members of the Student Office in the initial planning of undergraduate induction activities and resources for new students.22. Liaise with the Student Office and where appropriate the Disability Resource Centre with respect to the specific support needs of incoming students.23. Manage and maintain records for incoming undergraduate and CGCM students in CamSIS and	<ol style="list-style-type: none">14. The postgraduate admissions process functions smoothly and the post-holder's knowledge of postgraduate admissions develops.15. Postgraduate offer-holders are kept well informed about relevant matters and their queries are handled effectively.16. Confirmation runs smoothly and postgraduates are supported to find suitable accommodation.17. The College is represented at central fora and is kept up to date on relevant matters.18. A programme of effective recruitment events is developed; the College receives a growing number of first or second choice preferences from applicants.19. Regular correspondence and running of successful activities.20. Webpage consistently maintained.21. Students are successfully inducted through a comprehensive programme of activities, and are provided with all necessary resources.22. Accurate information sharing regarding incoming students and zero complaints upheld.23. Accurate information held and shared.
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<p>ensure that all files are accurate and complete prior to handover to Tutorial Office.</p> <p><u>Outreach and recruitment</u></p> <p>24. Assist the Deputy Admissions Director to provide Admissions with a clear and engaging online profile by regularly reviewing and updating our prospective applicant, current applicant and offer holder related pages.</p> <p>25. Where necessary, support the Outreach Manager and Outreach assistant with the planning and delivery of any events</p> <p><u>Communication and liaison</u></p> <p>26. Liaise regularly with the Deputy Admissions Director and Outreach Officer.</p> <p>27. Liaise regularly with the Communications and Marketing team and Outreach Officer to ensure recruitment publications and merchandise are maintained and updated.</p> <p>28. Liaise with the Student Finance Officer and Finance Office over issues relating to undergraduate fee status, funding, and financial eligibility.</p> <p><i>The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College</i></p>		<p>24. The Outreach Officer is supported to run a programme of suitable initiatives.</p> <p>25. Any events for which the post-holder has ownership are well run.</p> <p>26. Admissions related pages are engagingly presented and regularly updated.</p> <p>27. Ongoing.</p> <p>28. Ongoing.</p>
<p>Scope/size of role (budgets, people, etc):</p>		
<p>Significant internal/external relationships : The Admissions Officer will be expected to help develop and maintain the Admissions Office and the College's effective working relationships with:</p> <ul style="list-style-type: none"> • Admissions Offices across the University. • The central Admissions Offices (CAO and PAO) • The Assistant Senior Tutor: Academic, Deputy Admissions Director, Outreach Officer, Postgraduate Admissions Officer, Student Office, Senior Tutor, Directors of Studies, Communications and Marketing Team, Operations and Estates and other key officers across the College • Other internal and external contacts 		
<p>Objectives (as per PDR) or key milestones : <u>Target/Objective:</u></p>	<p><u>Time duration:</u></p>	
<p>Date prepared : By whom :</p>	<p>Agreed by Manager : Agreed by post holder :</p>	