



## Person Specification

### Admissions Officer

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none"> <li>• Educated to undergraduate degree level.</li> <li>• Substantial administrative experience.</li> <li>• Knowledge of and/or experience in the HE sector in the UK.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional development</li> <li>• Experience of planning, leading, and delivering cyclical activities and events.</li> <li>• Awareness of current outreach and recruitment issues in Higher Education including widening participation at undergraduate and postgraduate levels.</li> </ul>
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> <li>• Excellent organisational skills, including the ability to meet tight deadlines and cope with a demanding workload.</li> <li>• Excellent working knowledge of Microsoft Office (Word, Outlook, PowerPoint and Excel).</li> <li>• Excellent data management skills.</li> <li>• Familiar with the University's numerous systems and processes, or will be able to demonstrate the ability to learn complex new processes quickly.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of issues affecting potential applicants from non-traditional backgrounds</li> <li>• Cambridge Admissions experience.</li> <li>• Experience in a wide range of student outreach and recruitment activities, particularly in relation to widening participation.</li> <li>• Knowledge and understanding of admissions policies and processes.</li> <li>• Experience with CamSIS, Qualtrics and website editing.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• An ability to learn quickly and adapt to new structures, policies, and procedures.</li> <li>• An ability to work fluently and confidently with a broad range of internal and external stakeholders, representing the College effectively to applicants and their supporters in the UK and overseas.</li> <li>• Ability to work under pressure, prioritise and meet deadlines.</li> <li>• Attention to detail.</li> <li>• Ability to develop practical solutions to problems.</li> <li>• The ability to work well as part of a team.</li> <li>• Good written and oral skills.</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Willingness to work out-of-hours when required.</li> <li>• Trustworthiness and the ability to work with confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>• Full, clean UK driver's licence.</li> </ul>