Job Description

**Job Title:** Admissions Officer

**Supervised by:** Academic Registrar. Ultimately responsible to The Tutor for Admissions, Tutor for Graduates, Senior Tutor, and Provost.

**Job Contribution:** The Admissions Officer is responsible for several key areas of academic administration at Oriel. The contribution of the Admissions Officer is to have full operational responsibility for all admissions activities for undergraduates and postgraduates.

**Responsibilities:**

**General:**
- Advise the Academic Registrar, College Officers, and tutors, on matters relating to admissions: develop and implement admissions-related policies and procedures; monitor changes of admissions-related policy and procedure in the central University and make recommendations to update/modify College policies accordingly.
- Produce reports for College committees, and attend, when required.
- Act as the first port of call on behalf of the Academic Office for any admissions concerns, especially from applicants, their teachers and parents.
- Supervise the work of the Academic Assistant in relation to admissions.
- Advise tutors on the admissions process and details admissions policy.
- Keep up to date with broader developments with regard to admissions in the HE sector.
- Liaise with staff in other departments within the College, as well as University central administration, University departments, outside tutors, other Colleges.
- Attend the termly Admissions Secretaries' Meetings and participate in working groups and college consultations as requested by the University's Admissions Office.
- Undertake any other work as directed by College Officers.

**Specific Tasks:**
- Run the undergraduate admissions process: collect and distribute application material; manage the undergraduate admissions interview period including recruitment and management of Student Ambassadors; communicate with applicants and their schools/colleges at different stages of the selection procedures (acknowledgment, written work, testing arrangements, overseas interviews, summoning, deselection); communicate decisions to applicants (production of offer and rejection letters); verify non-ABL qualifications and confirm offers direct to UCAS via eVision; provide feedback to applicants and their schools.
- Management of administration relating to the Graduate Admissions process: run the selection and clearing processes; produce decision letters; organise financial guarantees; maintain College and Central University records; liaise with the College Bursary re: numbers / accommodation; work with the Tutor for Graduates to monitor quotas.
- Manage the undergraduate and postgraduate College quotas.
• Organise the arrangements relating to Organ / Choral Awards, Philosophy Prize, Jardine Scholarships and the Sir Walter Raleigh Scholarship.

• Assist with the administration of academic matters relating to and communication with students holding offers from the College: ensure that students have sufficient funding to complete their course; update and distribute reading lists; collate, update and distribute Freshers' packs; issue CAS numbers for overseas undergraduate students, and provide advice to students; record passport and visa information for Tier 4 students on eVision; update the University and College information systems with details of new students; manage the confirmation exercise in August.

• Work with the Outreach Officer to run the Undergraduate Open Days: recruit and train student helpers; organise the events and bookings; coordinate the smooth running of the day.

• Maintain admissions-related content on the College website, WebLearn and in any publications.

These responsibilities may be varied from time to time without changing the essential character of the post.

Qualities and Experience

• Appropriate experience in an administrative role. Experience of university admissions process / the UCAS system.

• An extremely high level of personal organisation

• A high level of accuracy and attention to detail, with an organised, systematic, and methodical approach to work.

• Excellent analytical and problem-solving skills.

• Excellent IT skills, including a high level of competence in database work (in particular using Microsoft Access), together with word-processing using MS Word, and use of MS Excel and MS Outlook.

• Excellent communication and inter-personal skills: the ability to fulfil a pastoral role with students and staff.

• The ability to work under pressure, to prioritise effectively, and to meet deadlines.

• The ability to work well in a small team.

• The ability to work with minimal supervision and take initiative as appropriate.

Qualifications

• A good standard of education (A Levels and a first degree or equivalent)