



## JOB DESCRIPTION

<b>Job title</b>	<b>Academic Assistant (Admissions)</b>
<b>Department</b>	<b>Academic Office</b>
<b>Location</b>	<b>Oriel College, Oriel Square, Oxford OX1 4EW</b>
<b>Salary</b>	<b>Grade 4 £25,776 - £27,314 per annum (depending on experience)</b>
<b>Hours of work</b>	<b>Full-time, 36.5 hours per week</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Admissions Manager</b>
<b>Works closely with</b>	<b>The Tutor for Admissions, Tutor for Graduates, Academic Registrar</b>

### Overview of the role

The Academic Assistant for Admissions is responsible for providing vital, first-line administrative support to the Undergraduate and Graduate admissions processes as well as having ownership of several key tasks within the Academic Office at Oriel.

### Responsibilities

Undergraduate Admissions:

- Act as the first port of call on behalf of the Academic Office for any admissions enquiries from applicants, offer-holders, teachers and parents.
- Provide essential administrative support for the undergraduate admissions process: collection and distribution application material; communication with applicants and their schools/colleges at different stages of the selection procedures (acknowledgment, provision of written work, testing arrangements, arrangements for overseas candidates, summoning, deselection); production and communication of decision letters; verification of qualifications and confirmation of offers direct to UCAS via eVision; provision of feedback to applicants and their schools.
- Organise arrangements relating to Organ / Choral Awards, Jardine Scholarship and Oriel Bursary.
- Liaison with offer-holders at all stages of their admission; creation and distribution of undergraduate fresher packs; generation of CAS numbers for overseas undergraduate students, recording of passport and visa information for overseas students; updating and maintenance of University and College records with details of new students.
- Maintain admissions-related content on the College website and in any publications.
- Assist with College Open Days as required.

Graduate Admissions:

- Liaise with Tutor for Graduates and admitting tutors; produce decision letters including financial declarations; maintain College and Central University records; liaise with Faculties / Departments and other college offices throughout.

- Under the guidance of the Admissions Manager, monitor offers vs quotas closely to ensure targets are met.
- Collate, update and distribute Graduate Fresher Packs; assist with graduate registration.
- Maintain any graduate admissions related content on the College Website and associated publications.
- Collate scholarship applications and provide information to selection committee members.
- Maintain lists and student records; enter College Advisor assignments into eVision.
- Produce lists and reports pertaining to graduate students as required.

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

### **Selection criteria**

#### **Essential:**

- A good standard of education (A-Levels or equivalent)
- Appropriate experience in an administrative role. Experience of university admissions process / the UCAS system.
- An extremely high level of personal organization
- 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.

#### **Desirable:**

- Experience of university or academic administration.
- Knowledge of Oxford University and/or its Colleges.