

JOB DESCRIPTION

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

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.