Emmanuel College, Cambridge

Job Description for – Admissions Officer

Line Manager – Senior Tutor

BACKGROUND INFORMATION

Emmanuel is one of the Colleges that make up the collegiate structure of the University of Cambridge. We provide a community-focused environment for learning, living and working in peaceful and beautiful grounds situated in the centre of the City. The College was founded in 1584 by Sir Walter Mildmay and has been a centre of outstanding learning ever since. It currently has over 650 students (undergraduate and postgraduate), nearly 100 Fellows (who teach and research at the College) and over 150 staff. We welcome people into the Emma community from across the globe, of many different backgrounds, with many different experiences.

The Admissions Officer provides administrative support to applications made to Emmanuel College and manages the process from initial application to confirmation stage. This role will be working in a busy admissions office and will working closely with all Members of the College, especially during the annual interview period.

PRINCIPAL RESPONSIBILITIES

Using own initiative to ensure timely completion of work in accordance with instructions as may from time to time be issued by the College in connection with a variety of duties which include the following:

- Ensure that all Undergraduate applications are recorded on the relevant database and securely filed; that forms are acknowledged, and the acknowledgement pack is available on the College’s website
- Chasing outstanding supporting documentation such as references, transcripts, subject documents and personal statements
- Checking various points such as: University’s entry requirement has been fulfilled; fee category (in liaison with the University Fee Team); declared disabilities and special award applications etc
- Day to day management and supervision of the Tutorial and Admissions Assistant whilst in the Admissions Office
- Following the direction of the Admissions Tutors through deselection and the administration of the Admissions Assessment results
- Organise admissions interviews and liaise with Directors of Studies, other interviewers, the Rooms Administrator, the Catering Department and the Housekeeper
- Ensure that all schedules are entered on CamSIS and interview report forms are printed
• Notify candidates of arrangements and that the interview pack documents are available online
• Arrange overnight accommodation, meals and interviews where necessary
• Organise test and registration room, including ID checks, and ensure that application and all additional documents are saved to the relevant drive, and that student helpers and test invigilators are organised
• Liaise with Directors of Studies to prepare for college assessments at interview (such as unseen readings) for various subjects
• Working from the disability disclosure forms, plan appropriate adjustments and allowances for the applicants requiring assistance during the interview period including additional test and reading time along with interview venue access
• Under the direction of the Admissions Tutors ensure that decisions made after interviews are communicated, including the preparation and despatch of decision emails and offer letters
• Enter UCAS decisions, prepare files for the Winter Pool, and for the Medicine Quota Meeting. Administer information relating to the Cambridge Trusts, Student Finance, Instrumental Awards, Choral Auditions, Disclosure and Barring Service and post offer support courses, OCR scholarships, RTS Bursary, Visa PBI documents, and full decision lists for Directors of Studies
• Compile offer-holder packs including information about administrative tasks throughout the year.
• Arrange for interviewers and invigilators to be paid and for student volunteers to receive accommodation and meal credits via the Bursary
• Produce admissions statistics and a report of the round for the Admissions Review meeting.
• Liaise with the Directors of Studies and Admissions Tutors to prepare and send feedback letters to the schools of unsuccessful applicants interviewed
• Produce list of Freshers with disabilities and disclosures for the College Registrar and Senior Tutor and provide additional documents
• Ensure that candidates and schools are notified of the College’s decision following the receipt of A-level (or equivalent) and STEP results
• Liaise with the Bursar to prepare the Financial Freshers’ Pack for mailing and send fees spreadsheet to the Bursary, following the collection of Student Finance documents
• Provide Directors of Studies with list of successful candidates and enter results on the application forms
• Enter acceptance and rejection details on CamSIS for UCAS
• Prepare files for the August Reconsideration Pool and Summer Pool
• Confirm new intake details with Faculties and Departments on request
• Respond to telephone and email enquiries. Prepare electronic freshers’ files for transfer to the Tutorial Office and file hard copies for future archiving. Ensure the College and Subject Parents’ documents are updated and prepared for mailing
• Under the direction of the Admissions Tutors arrange the College’s contribution to University Open Days, including updating the events on the College’s website, setting up arrangements for accommodation and meals for student volunteers (this will involve liaison with the College Outreach Office, the Accommodation Manager, the Housekeeper, the Catering Department and the Head Porter. Helping to staff the information desk in Front Court on Open Days)
• Under direction of the Director of Music manage the arrangements for candidates taking part in the Organ Awards competition and open days and the Choral Auditions
• Handle enquiries by email in person from potential candidates, teachers or parents; attend Admissions Administrators Group meetings as required, and other related Admissions meetings
• Responsibility for editing the undergraduate admissions webpages
• Responsibility for compiling data in response to Freedom of Information requests in liaison with the FOI Officer
• Any other duties and responsibilities consistent with the role of Admissions Officer as may be reasonably requested from time to time

The observance at all times of the College Equal Opportunities, Computer Acceptable Use, Health and Safety Policies and the College Policy on the application of the Data Protection Act. The contents of these policy documents are explained to staff during their induction to employment and copies are available on request from the Bursary.
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<th>PERSONAL SPECIFICATION</th>
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| Skills & knowledge      | Excellent administrative and management skills  
                          Meticulous attention to detail  
                          Knowledge of Microsoft packages and databases | Experience of University of Cambridge central admissions procedure  
Knowledge of CamSIS, Moodle and Subject Moderation Interface (SMI) |
| Relevant Experience     | Experience of University of Cambridge central admissions procedure | Previous experience in a College / University setting is desireable |
| Personal attributes     | Tact and patience, ability to work with people in sensitive situations  
                          Excellent communication skills both orally and in writing across a variety of settings  
                          Ability to engage students, staff and partners and inspire trust at all levels, establishing positive and productive working relationships  
                          Friendly and approachable | Enjoy working with different generations and backgrounds |
| Additional Requirements | A demonstrable commitment to utilising equality, diversity and inclusion as a positive resource to enhance staff and student experience diversity and equality | |