Admissions Administrator

Reports to: The Head of Tutorial Office
Maternity cover: Fixed-term
Salary/Grade: £24,500 - £28,000 p.a depending on experience
Hours of work: 36.25 hours per week Monday to Friday. Occasional working at the weekend will be required.

Purpose of the Job:
The Admissions Administrator will assist with the administrative aspects of the admissions and student recruitment process within the Tutorial Office. The role involves working closely with the Admissions Tutors, anticipating their needs, and being fully informed and up-to-date in terms of the requirements of the Cambridge Admissions Office. He/she will work closely with the Admissions Assistant to prepare and analyse the admissions data, liaise with fellows, and be responsible for the practical implementation of all planning related to the admissions process. The Admissions Administrator is also expected to assist the Admissions Tutors and the Tutor for Access and Outreach on the College’s undergraduate recruitment strategy, including the planning and organising of school visits and College Open Days, together with other events intended to promote the College to prospective applicants. She/he will be responsible for maintaining the College’s relationships with schools and colleges of all kinds throughout the UK.

Main duties:
• Assist with the administration of all aspects of the admissions process within the College.
• Provide proactive support to the Admissions Tutors.
• Ensure College representation at all relevant meetings with CAO and ensure that the College’s admissions processes are compliant with CAO policies.
• Attend regular meetings with the CAO Widening Participation Team, and other SLOs in Cambridge, to ensure access to current best practice. Coordinate the admissions interview and test procedures and ensure the files are prepared in good time.
• Oversee and carry out detailed checking tasks during the applications process (e.g. interview times and dates, compulsory pooling criteria, visa and fee status requirements (assisted by the Graduate Administrator), assessment scores, consistency between spreadsheet data and external letters to candidates).
• Liaise closely with the Tutorial Office Manager to ensure that any special arrangements are in place for applicants at interview as necessary (e.g. for reasons due to disability).
• Input and analyse admissions data.
• Respond promptly and sensitively to routine admissions’ enquiries, and obtain advice from the Admissions Tutors on non-routine enquiries.
• Work with the Tutor for Access and Outreach to enhance and develop the College's present recruitment strategy.
• Work closely with the Tutor for Access and Outreach to prepare and manage the Schools Liaison Budget.
• Take responsibility for the organisation of school visits. This will include liaising with college staff, academics and outreach officers in university departments and museums.
• Undertake visits to schools in the College’s link areas and other areas as appropriate.
• Deliver a range of relevant presentations and workshops to students and teachers.
• Participate in CAO schools conferences and HE Fairs.
• Respond to enquiries from schools.
• Help to organise and expand Clare's LEA links.
• Maintain and update a database of schools and colleges with whom the College is in contact.
• Ensure clear records are kept of the College’s interactions with schools.
• Observe the College’s Equal Opportunities, Child Protection and Health and Safety policies.
• Other responsibilities and duties that may be needed, consistent with working in the Tutorial Office.