



Post:	Admissions Secretary
Grade:	According to experience and within the St Edmund's College CS4 scale
Reporting to:	Senior Tutorial Administrator(s)
Responsible to:	The Admission Tutors and Deputy Admission Tutors (Undergraduate and Graduate)

DUTIES

The Admissions Secretary is one of a team of four members of staff in the busy Admissions & Tutorial Office and is responsible for the administration of both the undergraduate and graduate admissions process for the College.

Applications to the University of Cambridge & St Edmund's College

- **Communicating with the Undergraduate Admissions Tutors and Directors of Studies:** Copying applications for assessment, liaising regarding December and March interviews, collating responses to applications and shortlisting applicants for interviews, requesting feedback for unsuccessful applications, arranging Directors of Studies and colleagues to attend December and March interviews, collating at-interview examination information and materials, emailing examination materials and interview prompts to remote interviewees at arranged times, collating Pre-Pool meeting results for Directors of Studies and Admissions Tutors.
- **Processing applications:** Maintaining applicant files on CamSIS, collating and copying files for assessment, using secure systems (Moodle) to share candidate information, chasing documents and applications forms, verifying qualifications, chasing financial and academic documents, collecting passport details for Fee Status and Visa applications, liaising with Central Admissions Office, Processing and collating files for the Summer & Winter pools, update and record College decisions on CamSIS, prepare offer packs and welcome packs for the incoming students, maintain the Freshers' and admissions pages on the College website, collate applications for Cambridge Trust, email reminders regarding deadlines throughout the year including accommodation, bursary and applications materials. Organise interviews, letters, Director of Studies and book rooms for the December & March interviews, process interview invites, collate pre-interview information including previous work from other courses, collate and provide catering, housekeeping, reception and tutorial department with timetables and requirements at interviews, book interview, exam and guest rooms where appropriate. From 2017, answering queries regarding the Graduate Medicine course (A101), and processing applications, anticipating the intake of 10 additional students in 2018 (this is an increase of around 25% of the College's normal total undergraduate intake). Liaising with the other mature Colleges who have all previously processed these applications. Liaising with the new Directors of Studies and Undergraduate Admissions Tutor (sciences) during the shortlisting process. Representing the College at one interview day in the clinical school, preparing candidate documentation for all relevant parties to allow a smooth selection process. Application processing for this new course would take place between 15th October and 22nd

October. From 22nd October onwards, complete applications for all other courses are processed. Flexibility in regards to working hours at this time is required ; however time off in lieu will be given.

- **Graduate Applications:** Processing applications for graduate and postgraduate courses including circulating papers for assessment, recording decisions in the University's student information system (CamSIS) and liaising with Graduate Admissions Office, Departments and Faculties and funding bodies.
- **Liaising with the University departments, faculties and other offices:** Collating information for the Central Admissions Office (including Undergraduate Prospectus material, statistics for the University, UCAS details and updates). Attending termly Admissions Administrators' meetings and Graduate Administrators' meetings. Liaising with the Board of Graduate Studies regarding postgraduate applications and continuation applications such as chasing references and missing documents. Providing relevant passport, visa and previous qualifications information for the International Students Team, preparing and collating applications for the Subject faculties in the numbers managed subjects and affiliated applications for the degree committees, participating in working groups and tester groups for new systems and processes involved in the admissions procedures, attending the Graduate Secretaries meetings, liaising with the Cambridge Trust and the Student Loans company regarding student fees, bursaries and loans.
- **Prospective student correspondence:** Acting as the first point of contact for prospective students (via phone, email and in person) and consulting with the Admissions Tutors, Directors of Studies and fellows regarding prospective students' queries about qualifications and intended courses of study as needed. Assisting the College at Open Day events (see below).
- **Statistics:** Providing termly breakdowns of graduate and undergraduate admissions for analysis by the tutorial team and College fellows and preparing papers and reports for the Tutorial Committee.

Marketing

- **College Website:** Maintain and update College admissions pages on College website.
- **Open days/visitors to the College:** Advertise the university open days on the College website, update general College information presentation, provide faculty and department prospectuses, provide tours of the College to visitors and student guests, arrange for current students to assist with such visits where requested, provide support for outreach activities.

Secretarial Support for the Dean

Provide secretarial support such as creating Orders of Service, Christmas Carol Sheets & other documents when required. Update the Chapel webpages and term cards.

Other

Provide help and assistance to the Tutorial office where required, cover holidays and exam periods, tutorial room bookings for fellows and students.

PERSON SPECIFICATION

ESSENTIAL ATTRIBUTES AND EXPERIENCE

The person appointed should: -

- Be educated to A-level standard (ideally to first degree level) or have relevant experience
- Possess good secretarial skills including excellent computer skills, database handling and relevant skills to keep the web pages up to date. Specific training will be given where required.
- Attention to detail and high level of accuracy
- Ability to grasp complex regulations, Statutes and Ordinances and policy and advise applicants, staff and Academics at all levels.
- Basic web editing and social media skills
- Have a positive and flexible approach for what is a highly interactive role, both challenging and rewarding.
- Have an excellent telephone manner.
- Have excellent communication and organisation skills.
- Awareness of Data Protection, Freedom of Information and Subject Access Request issues and ability to handle personal sensitive data appropriately

TERMS AND CONDITIONS OF WORK

1. **Salary:** St Edmund's College CS4, depending on experience and not less than £22,095
2. **Hours of work:** The standard hours of work are from 9 am to 5 pm, Monday to Thursday and from 9 am to 4pm on Friday however there is flexibility to take personal circumstances into account. These hours include an unpaid lunch break of half an hour, typically taken between 12.30 pm and 1.00 pm, during which the Admissions Office is closed. During peaks in workload (particularly in October through January during the main application and interview period) and during the examination period and Michaelmas term, you may be asked to work the occasional Saturday an/or Bank Holiday, in conjunction with the other members of the Tutorial Team. Time off in lieu will be given. It is expected that annual leave is normally taken outside these times.
3. **Attendance at meetings out of work hours:** Time off in lieu will be given.
4. **Holiday entitlement:** 33 days, inclusive of the normal English bank holidays. Of these the College schedules 3-4 days in December.
5. **Probationary Period:** 6 months
6. **Pensions:** All members are invited to join a defined contribution scheme after 6 months of service.