Admissions Administrator
Job Description

Department: Tutorial
Reports to: Tutorial Office Manager
Hours: Full time 37.5 per week with core hours of 10am-4pm.
Salary: Update
Contract type: Temporary maternity cover contract (up to 1 year, depending on the return of the post holder)

Purpose of the role
The Admissions Administrator is responsible for the organisation, administration and running of the Undergraduate Admissions Office in St Catharine’s College. Although the Admissions Tutors have responsibility for strategic, policy and academic decisions, the Admissions Administrator works largely autonomously and without day-to-day supervision by the Admissions Tutors. The Admissions Administrator is not responsible for graduate admissions.

Main Duties and Responsibilities
To liaise with applicants and potential applicants, their parents and teachers; the central Cambridge Admissions Office; the College’s Admissions Tutors, Directors of Studies and other Fellows, as well as external interviewers.

Selection process
- Receive and acknowledge receipt of all applications for undergraduate admission to St Catharine’s College;
- Liaise with the University’s Central Admissions Office in order to coordinate the admissions process;
- Liaise with interviewers in order to schedule interviews;
- Create and maintain accurate records of candidates’ journey though the selection process online and in hard copy, in compliance with data protection regulations, for subsequent analysis and report;
- Oversee, alongside other administrative support, the organisation of schedules for interviewing applicants during the main admissions period at the end of the Michaelmas term;
- Notify applicants, their schools and colleges, and interviewers about interviews and any admissions assessments to be conducted prior to or at interview;
- Liaise with the Conference and Catering team and the Accommodation and Events Manager in order to ensure that appropriate rooms are available;
- Organising overnight accommodation for applicants where necessary;
- Produce all necessary interview material for use by interviewers;
- Oversee all administrative duties connected with the operation of the winter and summer inter-collegiate admissions pools;
- Correspond, in collaboration with the Admissions Tutors, with applicants and schools informing them of admissions decisions, and providing feedback;
- Communicate final decisions in the summer following publication of public exam results;
- Assemble the ‘fresher’s guide’ and send it to new undergraduates.
Recruitment

- Respond, either directly or in consultation with the Admissions Tutors, to enquiries from potential applicants, their schools, parents and other representatives by telephone, e-mail and letter;
- Monitor the admissions section of the College website, making sure that the information it conveys is accurate and up to date;
- Organise College open days and College participation in University open days: generating web forms, collating applications, scheduling sessions and overseeing the running of events
- Organise the 'Catz Ambassadors' scheme, ensuring that student ambassadors are kept informed of their responsibilities, deployed as appropriate during the interview period and open days, and recompensed promptly and accurately for their work.
- Liaise with Directors of Studies in order to schedule subject-based sessions
- Liaise with the Conference and Catering Office and the Conference, Accommodation and Events Manager in order to ensure that rooms are booked, refreshments are provided, and the appropriate overnight accommodation is arranged for visiting students.

Outreach

- In consultation with the College's Schools' Liaison Officer, offer support where necessary for school visits and taster days.

Other

- Keep informed and up to date with developments within the university and nationally in strategy, policy and practice around the recruitment and admission of students to universities;
- Work as part of the Tutorial Office team to support other team members at periods of heavy workload;
- Represent the College on the appropriate University Committees.

The above is not an exhaustive list of duties. The post holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.
Person Specification

Experience and skill requirements

Essential
- Excellent communication skills
- Ability to maintain confidentiality of data
- Ability to work on own initiative, well organised and able to cope with a varied workload
- Ability to work as part of a team
- IT literate (including Microsoft Outlook, Word, Excel and maintaining databases)
- Ability to handle sensitive and confidential matters
- Ability to manage a budget
- Accuracy, attention to detail and an organised and methodical approach
- A commitment to working with young people
- Ability to work with a wide range of people

Desirable
- Proficient in CamSIS, Moodle and Qualtrics.
- Strong administrative experience
- Experience within a College or Cambridge University