



# GIRTON COLLEGE

University of Cambridge

## GIRTON COLLEGE

### JOB DESCRIPTION

**Post Title:** Admissions Officer

**Responsible to:** Head of Tutorial & Admissions Office

#### Organisation Chart

Senior Tutor				
↓				
Head of Tutorial & Admissions Office				
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<b>Admissions Officer</b>	Tutorial Officer	Postgraduate Administrator	Administrative Assistant	Schools Liaison Officer

#### Purpose of Job:

To provide administrative support within the College's busy Tutorial & Admissions Office. The post holder will have particular responsibility for administering the undergraduate admissions process from the point of application through to confirmation and admission. As part of this the postholder will work closely with the two College Admissions Tutors.

#### Role Duties and Responsibilities:

- Processing and acknowledging applications and collating applicant files
- Processing results and essays from pre-interview assessments and liaising with the Cambridge Admissions Office regarding overseas interview schemes
- Organisation and scheduling of admissions interviews and at-interview assessments, including liaison with Directors of Studies regarding interview arrangements for their subject
- Communicating to applicants details of their interviews and any at-interview assessments and collating written work and information regarding any adjustments/allowances required at interview
- Collating and distributing interviewer information, including candidate applications, interview report forms, interview timetables and submitted work

- Manage, with the guidance of the Head of Tutorial & Admissions Office, the interviews in December and January including arranging interview and test rooms, the invigilation of assessments, candidate catering and accommodation, and overseeing the admissions interview student helpers in liaison with the Schools Liaison Officer
- Informing candidates of the outcome of their application and collating and managing requests for feedback
- Preparation of files for the Winter and Summer pools and ensuring Directors of Studies have access to the relevant databases and files
- Administering applications to the Cambridge Trusts including distribution of forms to overseas offer holders, processing of applications and acting as Secretary to the Overseas Bursaries Committee
- Collating and checking of information requested from offer holders including examination certificates, financial support and financial guarantee forms
- Administer the Choral Scholarship, Organ Scholarship and Instrumental Awards schemes
- Assist the Head of Tutorial & Admissions Office with the processing of examination results in July and August and informing offer holders of the outcome
- Answer admissions queries via email, telephone, post and in person from candidates, their parents and schools and act as primary communication point with offer holders between January and August
- Work with the Admissions Tutors and Schools Liaison Officer to organise the Offer Holders Open Day and the July and September College Open Days
- Assist the Head of Tutorial & Admissions Office in the production of reports and returns regarding undergraduate admissions
- Maintain and develop the admissions-related pages on the College website, and assist with the development of the College Admissions Prospectus and the provision of College information for the University Admissions Prospectus
- Member of the College Schools Liaison Committee
- Represent the College at the termly Admissions Officers meetings and keep up to date with any changing policies and procedures
- Assist, on an ad-hoc basis, with the other functions of the Tutorial & Admissions Office including graduation ceremonies and examinations
- The post holder will be required to be familiar with, and work in accordance with, all College policies and procedures
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, and other training as advised by the Health and Safety Officer

- To undertake any other duties as instructed by the Head of Tutorial & Admissions Office and as appropriate to the role

**NB:** The Undergraduate Admissions process at Cambridge is a busy and demanding one with a concentration of work and tight deadlines between October and January and during A-level week in August. During these periods the postholder will need to be flexible in their working hours. All hours worked over and above contracted hours will be compensated with time off in lieu.

*This job description may be subject to change following consultation between the Head of the Admissions and Tutorial Office and the post holder.*

**GIRTON COLLEGE  
PERSON SPECIFICATION**

**ADMISSIONS OFFICER**

**Person Specification**

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Solid and substantial experience of working in an administrative role at a similar level of complexity.</li> <li>• Educated to degree level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a University/College environment is highly desirable</li> <li>• Previous experience working within an admissions department</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• An excellent working knowledge of Microsoft Office (including Word, Excel, Outlook and Powerpoint) and the Internet.</li> <li>• The ability to work quickly and accurately, with excellent attention to detail and to tight deadlines.</li> <li>• The ability to prioritise own workload, use initiative and to work with minimal supervision.</li> <li>• Excellent organisational skills and the ability to cope with a varied and demanding workload.</li> <li>• Excellent oral and written communication skills, including accurate spelling and grammar.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of CamSIS and/or Qualtrics.</li> <li>• Experience of maintaining websites and working with online booking software.</li> <li>• Knowledge of the structure and systems of UK secondary schools and colleges</li> </ul>
Other Abilities	<ul style="list-style-type: none"> <li>• Good interpersonal skills and the ability to work as part of a team</li> <li>• Flexibility and a willingness to ‘muck in’</li> <li>• The ability to work outside of normal office hours (including weekends) when required</li> <li>• Reliability, trustworthiness and the ability to maintain confidentiality</li> </ul>	

	<ul style="list-style-type: none"><li>• The ability to adapt and be receptive to change and new challenges</li><li>• The ability to communicate well with and for all members of the College community, Fellows, staff, and students</li></ul>	
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**As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.**

March 2021