

Christ’s College Cambridge **JOB DESCRIPTION**

**Job title: Admissions and Outreach Assistant**

**Responsible to**: Director of Admissions

**Place of work:** Christ’s College, Cambridge and all property owned by the College in and around Cambridge

**Salary:** Point 32 on the University’s single pay spine, currently equating to £26,396 per annum.

**Hours:** 36.25 hours per week. Some out of hours will be necessary from time to time.

**Holidays:** 36 days annual leave (inclusive of public holidays)

**Pension scheme:** All College earnings are pensionable. The College offers contributory membership of a pension scheme provided by Aviva on a salary sacrifice basis, or subject to required criteria you may be automatically enrolled into the College’s auto-enrolment scheme provided by NOW Pensions. If you are not automatically enrolled you may have the right to opt in if you choose. Likewise, if you do not wish to contribute you have the right to opt out.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job summary**

To assist the Director of Admissions, the Senior Outreach and Admissions Officer and the Admissions Officer in administering undergraduate admissions, and to contribute to outreach and recruitment work.

**Key responsibilities**

Admissions

*During the Admissions Round:*

* Assist the Senior Admissions and Outreach Officer, as required, in:
  1. Scheduling short-listing meetings, interviews, at-interview assessments and post-interview decision meetings;
  2. Collecting, organizing and preparing paperwork for use in selection at Christ’s and at the intercollegiate Pool, including assessment scripts and interview reports;
  3. Communicating with applicants and referees.
  4. Processing and filing applications and associated correspondence.
* Support the Admissions and Outreach Officer in co-ordinating Student Helpers and facilitating the smooth running of the interview process on a day-to-day basis.
* Contribute to post-offer administrative activities including DBS checks, visa information, financial guarantees and applications for financial support.

*On-going:*

* Support the Director of Admissions, Senior Admissions and Outreach Officer and Admissions and Outreach Officer in ensuring continuity and efficiency in the activities of the Admissions Office.
* Assist the Senior Admissions and Outreach Officer to develop and maintain accurate records of applications and admissions to the College.
* Respond to Admissions enquiries as appropriate.
* Liaise with the Cambridge Admissions Office, Departments and other Admissions Officers, as required.
* Maintain an up-to-date knowledge of Admissions-related developments within the University and across the HE sector, including qualification reform, changes to student finance and relevant legislation.

Outreach and Recruitment

* Support the Senior Admissions and Outreach Officer and the Admissions and Outreach Officer in administering outreach projects and enrichment activities aimed at improving progression to Cambridge and to Higher Education, more generally, including but not limited to:
  1. Summer Schools and Residential Events;
  2. Taster Days and Master Classes.
* Assist with Open Days and visits to the College by school groups, educational charities and individual prospective applicants.
* Help update the College Admissions web pages, College Prospectus and related hard copy literature, as required.
* Support the Postgraduate Administrator with postgraduate marketing and recruitment activities, as required.

**General responsibilities**

* To be responsible for your own health and safety in the workplace.
* To comply fully with all the College’s policies including equality of opportunity, health and safety and data protection procedures.
* To undertake any other reasonable request or duties commensurate with your post.

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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Essential*** | | ***Desirable*** | |
| Qualifications/  Education | | * Educated to Degree level or equivalent | |  |
| Experience | | * Experience of being involved in some capacity in educational outreach work | | * Experience of working in an educational establishment and campus environment * Experience of the Admissions process |
| Skills/Knowledge  Training | | * Excellent administrative, planning and organisational skills * Keen attention to detail * Ability to prioritise and multi-task effectively * Ability to adapt quickly in a changing environment * Excellent communication and interpersonal skills * Good IT skills, including Word, Excel and Powerpoint * Ability to organise the work of others (mainly student helpers) * Ability to work on own initiative * Ability to exercise discretion | | * Training or knowledge as an outreach ambassador or access volunteer * Knowledge of databases, mail merge and web pages * Good analytical skills * Willingness to learn new IT packages * Ability to deliver high level presentations to varied audiences * Clean UK drivers licence and the ability to travel throughout the UK to attend HE fairs which may include occasional overnight stays |
| Personal attributes | | * Cheerful disposition * Flexible approach * Professional and courteous * Good sense of humour * Ability to exercise patience | |  |