Undergraduate Admissions Officer
(maternity cover)

Candidate Information Pack
April 2024
About us

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building, one of the more attractive in Cambridge.

Further information is available from the College’s website http://www.magd.cam.ac.uk/

The Academic Office

The Academic Office is responsible for the administration of admissions and tutorial work as well as outreach activities. The team support the college Tutors in managing the admissions of undergraduate and postgraduate students, administration of Bursaries, tutorial and exam arrangements. There is a considerable amount of interaction with students and prospective students, ensuring they receive appropriate support and guidance.
Role Summary

Reports to: The Academic Registrar

Purpose of Job: The Undergraduate Admissions Officer works within the Academic Office alongside the Academic Registrar, the Widening Participation, Schools Liaison, Undergraduate Tutorial, and Postgraduate Officers, and the Academic Office Administrator. The post holder works closely with the Undergraduate Admissions Tutor and liaises with Directors of Studies and other Fellows as appropriate.

This role is for maternity cover so is for a fixed period of 1 year with a start date around early September 2024.
Job Description

Main Duties and Responsibilities

Undergraduate Admissions Process
- Provide advice and information on admissions matters relating to undergraduate admissions, process and administer all undergraduate applications to the College.
- Receive and process applications from undergraduate applicants; generate and maintain an accurate and up-to-date record of their application status, including use of the CamSIS and other databases as necessary.
- Receive, deal with and respond to enquiries from prospective applicants and their representatives. Liaise with schools and other universities and external bodies in relation to application processing queries. Liaise with the relevant Board/Departments/Faculty, and with the Cambridge Admissions Office (CAO) over admissions queries.
- With Academic Registrar and Undergraduate Admissions Tutor, organise and manage undergraduate admissions interviews in December.
- Prepare applicants’ files for the Winter Pool in January and the Summer Pool in August.
- Input offer conditions and final decisions into CamSIS, using this information to produce offer letters in January and confirmation letters in August.
- Inform applicants of the outcome of their applications, produce and send feedback, and deal with responses.
- Liaise with the Fee Status and Policy team to collate and record the fee status for applicants.
- Assist with the administrative processes for considering and accepting exchange students.

Assessments and Interviews
- College level administration of pre-interview assessments; collate and file scripts, arrange at-interview assessments, and any in College ‘mop-up’ assessments for those not registered for pre-interview assessment.
- Liaise with the Undergraduate Admissions Tutor, Directors of Studies, interviewers, other College departments, other Colleges, Departments, and candidates to schedule undergraduate admissions interviews.
- Prepare paperwork for interviewers including arrangements for admissions tests in certain subjects (including room bookings).
- Working with the Schools Liaison Officer, organise and oversee student helpers for the interview period.
- Maintain and update the Undergraduate Admissions Moodle site for interviewers, co-ordinating the collation and uploading of applicant information and interview reports, and maintaining correct access permissions for individual files.
- Liaise with College HR to undertake appropriate right to work checks for interviewers as well as collate payment information.

Legal Requirements
- Liaise with the University International Student Office, offer holders, and Undergraduate Admissions Tutor to ensure that Visa processes are adhered to.
- Liaise with the University Student Registry, offer holders and Senior Tutor over relevant Disclosure and Barring Service (DBS) processes.
- Ensure that all appropriate identification checks are carried out in line with University requirements.
- Maintain an awareness of relevant data protection requirements, and maintain systems and processes which comply with data protection requirements.
**Finances, Scholarships and Bursaries**

- Liaise with offer holders, the Senior Tutor, and College Office to ensure that the Financial Undertaking process is completed for all incoming students.
- Ensure that Cambridge and Magdalene Bursary details are communicated to qualifying offer holders.
- Ensure that appropriate information about external bursary schemes is made available to offer holders.
- Communicate with eligible applicants regarding Cambridge Trust scholarships. Collate applications and submit shortlisted applicants to the Cambridge as appropriate with the Admissions Tutor.
- Responsible for making offer holders aware of, and processing initial expressions of interest in, choral scholarships and instrumental awards, liaising with the Director of Music, as necessary.
- Assist with organ scholarship applications and trials, liaising with the Director of Music and the Undergraduate Admissions Tutor, as necessary.

**Successful Applicants**

- Prepare College ‘Welcome Packs’ for successful applicants and prepare their files for the Undergraduate Tutorial Administrator.
- Liaise with the relevant Tutor(s), the Rooms Tutor, and the Accommodation Co-ordinator to discuss accommodation needs for students coming into residence.

**Reports**

- Prepare documents and reports from CamSIS to facilitate decision making processes. Assist the Academic Registrar and the Undergraduate Admissions Tutor in preparation of internal College reports, and provide Admissions Statistics for the College and University so that strategic decisions can be made.

**Outreach and Open Days**

- Working with the Widening Participation and Schools Liaison Officers, arrange, organise and take part in College Open Days in July and September, and assist with outreach activities during the course of the year.

**Other**

- As a representative of the College, attend and contribute to meetings of the University's Admissions Administrators’ Group.
- Assist in the production of admissions materials, such as the prospectus, and in the maintenance of the admissions pages of the College website.
- Keep abreast of developments, and maintain up-to-date information relating to University admissions systems, processes and matters, so that enquiries can be answered or directed appropriately.
- Deal with incoming and outgoing post, email and telephone calls.
- Provide administrative support to the Undergraduate Admissions Tutor and Academic Registrar as required.
- Attend agreed training sessions as required.
- Provide cover for other team members during busy periods or absence to help manage overall office workload.
- Other duties appropriate to the nature of the post as may be required.
## Person Specification

Without being too prescriptive, it is expected that the successful candidate will have a broad range of relevant sector experience, skills and knowledge to carry out the role successfully.

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<th><strong>Education/Qualifications</strong></th>
<th><strong>Essential Criteria</strong></th>
<th><strong>Desirable Criteria</strong></th>
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<td>Educated to A Level or equivalent</td>
<td>Undergraduate degree is desirable</td>
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<th><strong>Experience</strong></th>
<th><strong>Essential Criteria</strong></th>
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<td>Experience in a complex administrative role</td>
<td>Experience of undergraduate admissions within a Cambridge College</td>
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<td>Management/supervisory experience</td>
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<td>Experience working with CamSIS and Moodle</td>
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<th><strong>Skills and Knowledge</strong></th>
<th><strong>Essential Criteria</strong></th>
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<td></td>
<td>Knowledge of the structure and systems of UK Higher Education</td>
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<td>Knowledge of the Cambridge undergraduate system and/or experience of UCAS admissions processes</td>
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<td>IT literate (including Microsoft Outlook, Word, Excel and maintaining databases</td>
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<th><strong>Personal Attributes</strong></th>
<th><strong>Essential Criteria</strong></th>
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<td>Well organised with the ability to work systematically to tight deadlines</td>
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<td>Strong attention to detail and a high degree of accuracy</td>
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<td>Strong interpersonal skills and professional at all times</td>
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<td>Excellent customer service and communication skills, including spelling and grammar</td>
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<td>Ability to maintain confidentiality of data</td>
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<td>Excellent team player</td>
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<td>Willingness to work flexibly and work additional hours when needed, particularly during the admissions period (October to December)</td>
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Remuneration and Benefits

Remuneration
The salary is £35,395 per annum (subject to any cost of living rise)

Ongoing Professional Development
Magdalene College is supportive of ongoing professional development. It is a priority for all team members to value and enjoy keeping up to date with industry developments and examples of excellence.

Hours of Work
36.25 hours per week working Monday to Friday between 8.45am and 5pm with an hour for lunch. The willingness and ability to work overtime will be required during the admissions period (November to January), and for Open Days, for which time off in lieu will be given.

The post is for a period of maternity cover so is for a fixed term of one year.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays. Annual leave may not be taken during November, December, and January (except for the College shut down at Christmas), and during the last three weeks of August.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football astro pitches can be booked through St John’s College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day

Family Friendly policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months’ service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers.
Probationary Period/Notice
There will be a three-month probationary period and two-month notice period.

How to Apply
Please download and complete both parts of the application form from https://www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries
Further enquiries about your application may be made by email to the HR Manager, Hannah Millward

Closing Date: 28th June 2024

Interviews: 10th July 2024