Magdalene College
CAMBRIDGE

Temporary Undergraduate Admissions Officer
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the 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 the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 320 are undergraduates and 180 are postgraduates. There are 40 Fellows, headed by the Master, who make up the Governing Body of the College, a number of Research Fellows as well as Emeritus and Honorary Fellows.

On the non-academic side, there are approximately 116 employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Gardens, Conference, Catering and Buttery, IT, Libraries, Development, College Office, and the Academic Office.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

The College seeks to appoint a Temporary Undergraduate Admissions Officer from mid September 2018 to December 2018/January 2019 to work as part of the team providing support to the Admissions Tutors in the administration of undergraduate admissions processes, including providing advice and information on admissions matters and processing all applications to the College. The successful applicant will be expected to provide technical and administrative support and during the busy winter interview period.
Responsible to: Academic Registrar

Main Duties and Responsibilities

Undergraduate Admissions Process

- Provide advice and information on admissions matters relating to undergraduate admissions, and to process and administer all applications to the College.
- Receive, deal with and respond to enquiries from prospective applicants and their representatives. Liaise with schools and other universities and other 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 admissions interview period in December & January.
- 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.
- Prepare applicants’ files for the Winter Pool in December/January and the Summer Pool in August.
- Inputting offer conditions and final decisions into CamSIS - using this information to produce offer decision letters in December/January and final decision letters in August.
- Informing applicants of the outcome of their applications, producing and sending feedback (working with the Academic Registrar and Undergraduate Admissions Tutor) and dealing with responses.
- Working with the Senior Tutor and Academic Registrar to determine fee status for each applicant.
- Receive and process (with the Undergraduate Admissions Tutor) applications for the College’s JYA scheme, and assist as appropriate with the selection process for Erasmus+ exchange students.

Assessments and Interviews

- College level administration of pre-interview assessments; collate and file scripts (sign out to DoS as appropriate), arrangements for at-interview assessments, and any in College ‘mop-up’ assessments for those not registered for pre-interview assessment, add to files.
- 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).
- Organise and oversee student helpers for the interview period.
• Maintain and update the Undergraduate Admissions Moodle site, coordinating the collation and uploading of applicant information and interview reports, as required, and maintaining correct access permissions for individual files.

• Work with the Academic Registrar, the Undergraduate Admissions Tutor, and interviewers to move more of the administration of the admissions round online, and reduce the amount of physical paperwork generated.

Legal Requirements

• Liaise with the University International Student Team, offer holders, and Admissions Tutor to ensure Visa processes are adhered to.

• Liaise with the University Student Registry, offer holders and Senior Tutor over DBS process.

• Maintain awareness of data protection, and maintain systems and process which comply with data protection requirements.

Other

• 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.

• Dealing with incoming and outgoing post and email and fielding telephone calls.

• Provide administrative support to the Undergraduate Admissions Tutor and Academic Registrar as required.

• Attend agreed training sessions as required.

• Providing 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

The following criteria are appropriate to this post:

Qualifications:
1. Educated to A Level or equivalent

Experience and skills:
1. Knowledge of the structure and systems of UK Higher Education
2. Knowledge of the Cambridge undergraduate system and/or experience of UCAS admissions processes is desirable
3. Well organised with the ability to work systematically
4. Strong attention to detail and a high degree of accuracy
5. Strong interpersonal skills and professional at all times
6. Excellent customer service and communication skills, including spelling and grammar
7. Ability to maintain confidentiality of data
8. IT literate (including Microsoft Outlook, Word, Excel and maintaining databases)
9. Proficient in CamSIS and Moodle (desirable)
10. Excellent team player
11. The flexibility to work longer hours in during the main period of the annual admissions round (mid-October to mid-January), and especially in early December (7:30 am-8:00am start, finish 6:30-7:00pm) to accommodate tests and prepare files for evening decision meetings.
Salary and Conditions

- The post is full time (36.25 hours per week), and is offered at a salary of £22,000-£24,000 per annum, dependent on experience.

- The willingness and ability to work overtime will be required during the admissions period (November to January).

- 25 days annual leave (excluding Bank Holidays), pro rata. Annual leave may not be taken during November, December, and January (except for the College shut down at Christmas).

- Other benefits include a free lunch when on duty (non-contractual), a generous contributory pension scheme, cycle to work scheme, Medicaid scheme, and the use of sports facilities.

[JW, July 2018]  

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