Magdalene College
CAMBRIDGE

Deputy Academic Registrar & 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 Deputy Academic Registrar and Undergraduate Admissions Officer to assist the Undergraduate Admissions Tutor, Admissions Tutor (Recruitment), Outreach Fellows and Academic Registrar in dealing with undergraduate applications, outreach and recruitment work, and to deputise for the Academic Registrar as appropriate.
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, co-
ordinating 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.

Financial Guarantee Process
• Liaise with offer holder, parents, Senior Tutor and College Office over the
Financial Guarantee process.

Funds, Scholarships and Bursaries
• Use CamSIS data to communicate bursary fund arrangements to correct offer
holders.
• Responsible for making information about outside bursary schemes available
to offer holders.
• 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).
• Assisting 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) and the Rooms Tutor, and the
Accommodation Co-ordinator to discuss accommodation needs and coming
into residence.
Reports

- Prepare documents and reports from the database to facilitate decision making processes. Assist 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

- Provide assistance in arranging and organising, and take part in Open Days and Outreach activities during the course of the year, including the arrangement of student helpers.

Other

- Provide a Secretariat for the Academic Committee and other committees as directed by the Senior Tutor. This involves scheduling the meetings, calling for papers, arranging the agenda, distributing paperwork as well as minute taking and following up on actions.
- Ensure that the appropriate documents relating to all Teaching Academic appointments and renewals are submitted to the Academic Committee and on to Governing Body.
- To provide cover, and deputise for, the Academic Registrar.
- As 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.
- 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
2. Undergraduate degree is desirable
3. A recognised management/leadership qualification is desirable

Experience and skills:
1. Relevant admissions experience within a Cambridge College
2. Knowledge of the structure and systems of UK Higher Education
3. Knowledge of the Cambridge undergraduate system and/or experience of UCAS admissions processes is desirable
4. Management/supervisory experience
5. Well organised with the ability to work systematically
6. Strong attention to detail and a high degree of accuracy
7. Strong interpersonal skills and professional at all times
8. Excellent customer service and communication skills, including spelling and grammar
9. Ability to maintain confidentiality of data
10. IT literate (including Microsoft Outlook, Word, Excel and maintaining databases)
11. Proficient in CamSIS and Moodle (desirable)
12. Excellent team player
13. Willingness to work flexibly and work additional hours when needed, particularly during the admissions period
Salary and Conditions

- The post is full time (36.25 hours per week). The willingness and ability to work overtime will be required during the admissions period (November to January), and possibly for Open Days, for which time off in lieu will be given.

- 25 days annual leave (excluding 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.

- 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.

- There will be a three month notice period.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

[HW/ HM, September 2019]

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