**Job Description**

**Job Title:** Admissions Assistant

**Salary Range and Conditions:** Grade 4 | £23,881 - £25,733

**Department/Division:** Lancaster Medical School

**Reports To:** Admissions Officer

**About us:**

Lancaster Medical School (LMS) is part of the Faculty of Health and Medicine at Lancaster University, a top-ranking UK institution known for its interdisciplinary research and strong student satisfaction. LMS delivers high-quality undergraduate education, including the MBChB Medicine and Gateway to Medicine programmes. The Undergraduate Admissions Team plays a key role in supporting applicants through a competitive and regulated admissions process, ensuring a professional and welcoming experience from initial enquiry to enrolment.

**Job Purpose**

The purpose of this role is to provide essential administrative support for the admissions processes of Lancaster Medical School’s MBChB Medicine and Gateway to Medicine programmes. The post holder will contribute to the delivery of a fair, efficient, and professional admissions experience for applicants, staff, and external partners.

Working within a small, specialist team, the role supports the coordination of high-volume, high-stakes admissions activity in a regulated environment. It requires attention to detail, the ability to follow complex procedures, and a commitment to excellent customer service. The role also involves liaising with academic staff, central University services, and external stakeholders such as UCAS, INTO and NHS partners, reflecting the importance of collaboration and communication across the wider University and healthcare sector.

**Main Responsibilities**

**Key Responsibilities**

* Support marketing activities to promote Lancaster Medical School programmes, including maintaining website content and contributing to social media communications.
* Assist with student recruitment and conversion initiatives, ensuring a positive applicant experience.
* Manage applicant data and processes using Microsoft Office applications and the University’s admissions system (UGA), ensuring accurate record-keeping and efficient workflow.
* Ensure all admissions-related activities are delivered in accordance with Lancaster Medical School and University admissions policies, maintaining consistency, fairness, and compliance.
* Communicate with applicants professionally via phone and email, providing accurate information and timely responses throughout the admissions process.
* Support the coordination and delivery of Multiple Mini Interviews (MMIs), including providing on-the-day administrative support.
* Provide guidance to schools, teachers, and prospective applicants on entry requirements for all Lancaster Medical School courses.
* Act as secretary to the Admissions Committee and deputise at relevant School and University meetings as required.
* Contribute to the planning and delivery of School events such as widening participation activities, offer holder events, taster days, summer schools, open days, and national admissions events.
* Assist with special projects as directed by the Directors of Admissions and senior members of the school’s leadership team.
* Represent Lancaster Medical School and act as a key point of contact for internal and external stakeholders.
* Be available to support Lancaster Medical School events during evenings and weekends, including open days, interviews, and widening participation activities.

**Values:** The University recognises and celebrates good employment practice undertaken to address all inequality in higher education whilst promoting the importance and wellbeing for all our colleagues.

We expect all staff to embrace our core values and work positively to support equality, diversity, and inclusion, ensuring that every team member contributes to a supportive, and respectful working environment.

Find out what it's like to [work at Lancaster University](https://www.lancaster.ac.uk/jobs), including information on our wide range of employee benefits, support networks and our policies and facilities for a family-friendly workplace.