

**JOB DESCRIPTION**  
**Undergraduate Admissions Officer**  
**Vacancy Ref: N497**

<b>Job Title:</b>	Undergraduate Admissions Officer	<b>Present Grade:</b> 6S
<b>Department/College:</b>	Undergraduate Admissions Office	
<b>Directly responsible to:</b>	Head of Undergraduate Admissions	
<b>Other contacts</b>		
<b>Internal:</b>		
<ul style="list-style-type: none"><li>Admissions Office team; other staff in MEL, principally UK Student Recruitment, International and Digital Marketing teams; Admissions tutors/selectors; Other recruitment and admissions staff in academic faculties and departments; Planning Office; Student Based Services; Information Systems Services (CIS);</li></ul>		
<b>External:</b>		
<ul style="list-style-type: none"><li>Undergraduate applicants; UCAS; international education agents; school and college teachers; Other universities' admission teams; UK and international educational organisations and awarding bodies; parents and other advisers.</li></ul>		
<b>Purpose:</b>		
<ul style="list-style-type: none"><li>To be responsible for admissions decisions for a defined set of Lancaster departments, ensuring that intake targets are achieved; that students of the highest calibre, with the potential to succeed, are admitted; and that the principles of fair admissions are upheld.</li><li>To take the lead on a range of projects relating to admissions policy and procedure and to provide advice and guidance in these areas to other team members, academic colleagues and senior managers.</li></ul>		
<b>Major Duties:</b>		
<b>1 OFFER DECISION MAKING</b>		
<ul style="list-style-type: none"><li>To play an active part in making offer decisions on behalf of departments after confirming selection criteria against which applications are to be considered. While departments still retain an oversight of decision making, e.g. considering borderline cases, Admissions Officers can expect to make the vast majority of decisions for the majority of departments, and will include decisions on Home/EU as well as overseas students.</li><li>Hold regular meetings with Admissions staff in Academic departments to review applications and ensure availability of information for the recruitment and conversion activities within the Academic departments.</li><li>Monitor and adjust processes in order to provide turn-around times for offer decisions within acceptable criteria.</li><li>To act as a backup for other Admissions Officers in order to provide service resilience to Academic departments in case of holiday or ill-health absence.</li></ul>		
<b>2 PARTNERING WITH ACADEMIC DEPARTMENTS</b>		
<ul style="list-style-type: none"><li>To be a partner with a number of Academic Departments to understand their course portfolio, trends in the growth and academic requirements.</li><li>Work with Academic departments to establish and adjust decision criteria for their courses and use the criteria as part of the centralised decision making process.</li><li>At the request of the department, attend admissions meetings with tutors and HoDs as needed.</li></ul>		

- To undertake the development and improvement of procedures connected with the selection of applicants for admission.

### **3 OTHER DUTIES**

To fulfil a range of administrative tasks in support of the operations of the Admissions Office. These will include:

- To take an active part in recruitment and conversion activities in cooperation with the International Office and UKSRO department.
- To ensure that the Undergraduate Admissions Office maintains a high quality of customer service for applicants and their advisors, and for academic departments.
- To work as part of the Central UG Admissions team in offering system, process and policy training to both new and existing members of staff on an on-going basis.
- To attend external training courses / conferences / seminars as required by the HoUGA.
- To undertake co-ordination and support of the Admissions Assistants as required.
- To contribute to the maintenance, development and communication of sources of information, advice and guidance for all stakeholders.
- Occasional support for Postgraduate Admissions as required and agreed with the HoUGA.
- To be involved in a number of special projects from time to time, which may involve contributions to the wider University administration, as determined by the Head of Undergraduate Admissions and/or the Director Undergraduate and Postgraduate Admissions.
- Provide assessment and feedback to ISS on the usability and improvements of IT systems for UG Admissions.

Any other duties as may reasonably be required by the Head of Undergraduate Admissions, consistent with the grade of the post.