

**JOB DESCRIPTION**  
**Admissions Co-ordinator**  
**Vacancy Ref: N1466**

<b>Job Title:</b>	Admissions Co-ordinator	<b>Present Grade:</b> 4S
<b>Department/College:</b>	Admissions Office, Recruitment, Admissions and International Development	
<b>Directly responsible to:</b>	Admissions Manager	
<b>Supervisory responsibility for:</b>	N/A	
<b>Other contacts:</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Admissions colleagues</li> <li>• Faculty recruitment, admissions and conversion staff</li> <li>• Other departments within Recruitment, Admissions and International Development (RAID)</li> <li>• Other sections in Professional Services e.g. Communications and Marketing, Registry, Finance, Accommodation, International Student Advisory Service, Careers, Alumni and Development Office etc.</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Prospective students</li> <li>• University student recruitment agents and representatives</li> <li>• British Council</li> <li>• Partner universities</li> <li>• Embassies and Ministries of Education</li> <li>• UK Higher Education Institutions</li> <li>• Sponsoring organisations</li> </ul>	
<b>Purpose:</b>	<p>To provide administrative support to recruitment, conversion and admissions activities as determined by the Admissions Manager</p>	
<b>Major Duties:</b>	<p><b>1. Enquiry management and analysis</b></p> <ul style="list-style-type: none"> <li>• To provide support for the admissions process within the central admissions team, acting as the first point of contact (answering initial enquires) and directing enquiries to departments, liaising with Programme Directors or teams as appropriate</li> <li>• To reply to standard admissions mail, and triage non-standard enquiries on a daily basis</li> <li>• To assist with advising applicants on programme choices and other aspects of the admissions process</li> <li>• To maintain management information on enquiries</li> </ul> <p><b>2. Applications management</b></p> <ul style="list-style-type: none"> <li>• To process applications efficiently in line with the quality standards and agreed timescales</li> <li>• To provide advice and support to applicants throughout the admissions process</li> </ul>	

- To provide advice and information to departmental staff on overseas institutions and qualifications, non-standard applications and English language scores, as appropriate
- To be responsible for sending out appropriate correspondence to applicants regarding scholarships, etc
- To facilitate other parts of the application process, such as, processing deposits and supporting admissions related activities, such as organising meetings
- To ensure, in conjunction with programme teams, that prospective students receive appropriate pre-arrival information and that all vital documentation (degree certificates; English language certificates) has been verified and essential procedures have been carried out prior to enrolment

### **3. Marketing/recruitment and conversion**

- To assist with Open Days, Applicant Visit Days and recruitment fairs and in any other recruitment and conversion activity as may be required, appropriate to the grade of the post

### **4. General**

- To provide support across the Admissions team as may be required, appropriate to the grade of the post
- To work with colleagues (including working groups) in reviewing and updating admissions procedures and systems in order to ensure a high level of customer service to both applicants and staff
- To attend relevant working groups/committees at faculty or university level as appropriate, providing feedback to faculty, departments and programme directors
- To deputise for Admissions Officers where appropriate, for example, attending meetings

### **5. Any Other Duties**

- To undertake any other duties, or training and development, appropriate to the grade of the post, as required by the Admissions Manager or his/her delegate