

JOB DESCRIPTION

Undergraduate Recruitment and Admissions Assistant, LUMS

Vacancy Ref: N195

Job Title:	Undergraduate Recruitment and Admissions Assistant	Present Grade: 3
Department/College:	LUMS Undergraduate Office	
Directly responsible to:	Undergraduate Recruitment Manager	
Supervisory responsibility for:	NA	
Other contacts		
Internal:		
Programme Directors; the Undergraduate Office secretarial and administrative staff; the Dean's Office; other academic administrative and secretarial staff within the Management School; undergraduate students; staff within the University administrative offices.		
External:		
Prospective Students, Parents and Teachers		
Major Duties:		
The post of Undergraduate Admissions and Recruitment Assistant will support the professional management of undergraduate admissions and programmes. The post holder will provide support for the recruitment process for the School's undergraduate programmes and work with the Undergraduate Office to support current students throughout their studies.		
<u>Undergraduate Enquirers and Recruitment Support</u>		
<ol style="list-style-type: none"> 1. To deal with the pre-admission enquiries to the Management School via email and internet - inputting enquiries on a networked database, to produce letters to enquirers and mailing on a daily basis enclosing brochures and various leaflets with information on fees, recruitment fair dates and scholarship information. To ensure letters sent to enquirers are reviewed by programme teams on an annual basis and ensure that these are updated and linked to the LUSI enquiries database. 2. To answer pre-admission enquiries via telephone/email and in person. 3. In conjunction with the Undergraduate Recruitment Manager, to develop and maintain a rankings spreadsheet comparing institutions and detailing requirements for admission on a course by course basis. 4. To assemble packs of information for external recruitment activities both in the UK and overseas. 5. To produce packs of information for Visit Days, School visits, Drop in Sessions and other recruitment activities based within LUMS. 6. To support the successful organisation and running of various Visit Days/Open Days throughout the year. 7. To prepare and send mailings to students and schools throughout the year, including a large UCAS mailing (+11,000 students) in June each year. 8. To arrange meetings with visiting students and the relevant academic/support staff and co-ordinate external visits. 		
<u>Programme Support</u>		
<ol style="list-style-type: none"> 9. To work closely with the Undergraduate Courses Secretary in the preparation of course material or example, lecture handouts. 10. To provide clerical support, as needed, to all central School Undergraduate programmes (for example, to cover staff absences). 		

General Support

11. To answer incoming telephone calls, and re-direct them to the appropriate person/section, when necessary, in a prompt and professional manner.
12. To collect, collate and ensure appropriate distribution of incoming mail.
13. To assist in the recording, filing and dissemination of information, incoming paperwork, emails and telephone calls, as directed.
14. To process photocopying as required.
15. To maintain adequate day-to-day levels of stationery supplies, and to prepare additional stationery stocks for mail outs as required.
16. To ensure that the fax and printers are adequately stocked and maintained.
17. To file documents as directed.
18. To type or to word process letters, memoranda and reports from longhand as and when required.
19. To assist in the maintenance and updating of databases and spreadsheets as directed.
20. To maintain the general tidiness of the offices.