**JOB DESCRIPTION**

**Admissions Coordinator – Lancaster Medical School**

**Vacancy Ref: N2570**

| **Job Title:** Admissions Coordinator - 0.5fte | **Present Grade:** 5 |
| **Department/College:** Lancaster Medical School |

**Directly responsible to:** Admissions Officer

**Supervisory responsibility for:** Student ambassador team

**Other contacts:**

**Internal:**
- Lancaster Medical School academic, clinical and professional service staff
- Undergraduate medical students across all year groups
- Faculty of Health and Medicine staff
- Academic staff across other university departments
- Staff within central university for example but not exclusively UK student recruitment, International Digital and Marketing teams, Planning Office, Student Based Services and Information Systems Service (ISS)

**External:**
- Clinical and administrative staff from local NHS Trusts, Undergraduate applicants, UCAS, international education agents, other universities admissions teams, UK and international educational organisations and awarding bodies; parents and other advisors.

**Major Duties:**

To provide a high standard of administrative support for all aspects of Lancaster Medical School student recruitment, conversion and marketing activity. Duties will include:

- To support and provide cover, when needed, for the Admissions Officer and Assistant.
- Support the Department in developing creative and cost-effective activities and projects to raise the profile and encourage students to apply for and study courses at Lancaster University.
- Under the direction of Admissions Officer, develop a programme of activities and events to facilitate the recruitment of students as prioritised by the department.
- Providing a high quality of administrative support throughout the admissions process, ensuring that records are up to date and accurate.
- Liaising with Lancaster Medical School colleagues in the organisation of departmental interview days and the department contribution to University-wide open days.
- Liaise and build strong sustainable links with key school contacts, teachers, departmental and wider university colleagues to raise awareness of courses and subject.
- To provide support for in-house recruitment events ensuring all logistical arrangements, including room and accommodation bookings, hospitality and travel arrangements are in place. Liaising with the safety officer to ensure safety/insurance related issues are in place.
- To provide accurate information, advice and guidance to prospective students about Lancaster Medical School and the UCAS process.
- Support external recruitment activities at schools, other external organisations and HE recruitment events. This includes attending the event(s) if required.
- To support the departmental website and social media sites within the Department and ensure they are updated at regular intervals liaising with Faculty support as required.
- To act as secretary for any relevant committees, working closely with the Chair to ensure the effective running of the committee and the follow up of agreed actions.
- Managing any associated student staff, relating to recruitment activities.
- Any other duties appropriate to the role, as required by the Head of School or nominee.