



Brasenose College, Oxford

Further Particulars

Post Title	Admissions Officer
Reporting to	Senior Tutor
Duration	Permanent
Band	6
Job Family	Academic Administration

Purpose and Objectives of the Post

The Admissions Officer is responsible for the day-to-day administration of the Undergraduate and Graduate admission process. He/she works closely with the Senior Tutor, Tutor for Graduates, College Academic Administrator, and Schools and Publications Officer. In addition to providing support to College Tutors engaged in student selection, he/she also liaises with University (Departmental/Faculty) admissions coordinators and the central Admissions Office.

Main Work Duties

- Dealing with enquiries relating to admissions, in particular from prospective students, parents and schools.
- Organizing the Undergraduate Admissions Exercise (the peak period runs November-January), including managing communications with UCAS, the University Undergraduate Admissions Office, departments and faculties, tutors and applicants. He/she will also need to liaise closely with Brasenose's student hosts, plus College catering/domestic staff and porters.
- Organizing the distribution of UCAS forms and written work, the production of timetables for written tests and interview and the co-ordination of arrangements for candidates coming for interview. Much of the Undergraduate Admissions Exercise makes use of the OSS and SITS/ADMIT databases.
- Providing administrative support to the Senior Tutor in the production of offer or rejection letters.
- Dealing with queries and other work arising out of the Undergraduate Admissions Exercise, including administrative support to Tutors in preparing 'feedback' letters on

individual candidates to schools. The Admissions Officer is also responsible for sending out reading-lists to successful candidates, in consultation with the Subject Tutors.

- Reporting (as directed by the Senior Tutor) on the organisation of the Undergraduate Admissions Exercise.
- Compiling and presenting statistics on admissions for report to the College Admissions Committee or for other purposes (as directed by the Senior Tutor).
- Liaising with and coordinating information flows with other departments, particularly Domestic and Finance Bursaries (eg financial guarantees, fees status, information required by accommodation team)
- Contributing to management and development of systems affected by admissions, working with relevant departments in the University and College.
- Organising the Organ Scholars admissions process.
- Organizing Graduate Admissions, including managing communications with the University Graduate Admissions Office, departments and faculties, tutors and applicants. Much of the Graduate Admissions Exercise makes use of the OSS database.
- Assisting the Schools and Publications Officer with the organisation of Open Days, school visits, mini-conferences and other events that further the College's aim to admit candidates of the highest ability regardless of background.
- Assisting other staff in the College Office as is needed so as to ensure that the College Office provides effective administrative support for Tutors, students, and prospective students. (Members of the College Office team are expected to provide reciprocal cover for each other, as far as is consistent with their primary duties).

PERSON SPECIFICATION – ADMISSIONS OFFICER

Specification	Essential	Desirable	Examples Measured by
Education and Training	Good standard of education to A-level (or equivalent)	First degree	CV & application form
Work Experience	Administrative experience demonstrating competence in activities comparable to those required of the post holder	Experience of Admissions administration or management in Higher Education	CV & application form

<p>Skills and Knowledge</p>	<p>Computer literacy, including fluency with databases and spread sheets (Microsoft Word, Access, and Excel)</p> <p>Ability to work flexibly and logically, including the ability to prioritise tasks during the busiest periods of the Admissions process</p> <p>High standards of oral and written communication</p> <p>Willingness to liaise with and coordinate information flows with other College departments, particularly Domestic and Finance Bursaries</p> <p>Sympathy for the College's academic ethos, which includes the aim of admitting students of the highest ability and greatest potential, regardless of background</p>	<p>Familiarity with OSS , SITS/ADMIT, and other University IT systems. Familiarity with customer relationship databases, preferably CRM</p>	<p>CV, application form & reference</p> <p>CV, application form, reference & interview</p> <p>CV, application form, reference & interview</p> <p>CV, application form, reference & interview</p> <p>CV, application form, reference & interview</p>
<p>Personal Qualities</p>	<p>Excellent interpersonal skills and a high level of personal organisation and accuracy</p>		<p>Interview, references</p>

	A high level of discretion and sensitivity to ensure confidentiality in admissions matters		Interview, references
	Ability to work independently		Interview, references

Terms and Conditions

Appointment: This is a permanent post. There will be an initial probationary period of six months. During this period the post holder's employment may be terminated by one week's notice on either side. Thereafter the period of notice to terminate employment is one month. The appointment will be conditional on verification of the successful candidate's right to work in Britain and subject to the receipt of satisfactory references and medical clearance.

Salary: To be paid on the Oxford University Grade 6 scale, currently £26,004 - £31,020 p.a. The starting point will depend on qualifications and experience. Advancement up the scale is on merit.

Pension: Employment with the College provides access to the Universities Superannuation Scheme (USS) and it is for this scheme alone that the College will pay the employer's contribution. The successful candidate will be entered into this scheme unless they indicate on the Terms and Conditions that they do not wish to join.

Salary Exchange Scheme: If you join the USS Scheme you will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after taking up employment with the College unless you state that you do not wish to join the Salary Exchange Pension Contributions scheme. This scheme is financially advantageous both to the employee and the College as the employer.

Meals: Employees are entitled to take lunch free of charge in Hall each day they work when the kitchen is open.

Hours of Working: Normal office hours are 9.00 am to 5.00 pm, Mondays to Fridays. However, the Admissions Officer will be expected to work such hours as are reasonably required to carry out his or her duties. The administrative aspects of undergraduate admission reach a peak in Michaelmas term (October to December) and, although some assistance will be available at this time, the post holder will need to be prepared to cope with a demanding work schedule. This

will require working outside normal office hours during this period, including some weekend work.

Annual Leave Entitlement: Annual holiday entitlement is 30 days plus Bank Holidays, to be taken by arrangement with the Senior Tutor and normally during University vacations. It will be necessary for the Admissions Officer to be available for two weeks in August (the period following the release of A-level results).

Other Information:

No smoking is allowed in any part of the College, except the designated smoking area.

Application Process

- 1 Prospective candidates should send a completed application form, together with a covering letter stating how they meet the key requirements and why they are interested in this particular position.
- 2 In addition we require the names and addresses of two work referees, one being your current or most recent employer. (Referees will not be contacted until after the interviews).
- 3 This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice; to this end, applicants are asked to complete a Recruitment Monitoring Form, which is available on the website. This should be returned with your application, but should be placed in a separate sealed envelope addressed to the Human Resources Manager. The information supplied on the form will play NO part in the selection process, and will NOT be seen by any member of the selection panel.
- 4 All information should be returned to the **College Secretary, Brasenose College, Oxford, OX1 4AJ** by the closing date of **noon, Thursday 16 August 2012** (Tel: 01865 277823; email: college.office@bnc.ox.ac.uk)

Interviews will take place at Brasenose College on **Thursday 30 August 2012**.

Data Protection. All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998.

Other Information

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role

Any enquiries related to these Further Particulars should be directed in the first instance to the College Secretary.