



Robinson College

Admissions Coordinator

CANDIDATE INFORMATION PACK

CLOSING DATE: FRIDAY 14 AUGUST
AT 12.00PM



About Robinson College

The College is a centre of academic excellence with about 380 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 100 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.



Reports to: Admissions Tutor for Science and Academic Registrar

Main Purpose of the job:

The Admissions Coordinator runs the administrative side of the College's undergraduate admissions cycle, providing the Admissions Tutors with full office support as they conduct the annual undergraduate recruitment round. In addition, the Admissions Coordinator supports the Tutorial Department with administration, ensuring that the department provides an effective and efficient service which meets the requirements of the College.

The Admissions Coordinator is a member of the Tutorial Department, led by the Academic Registrar.

SALARY AND CONDITIONS



- Full Time 37 hours per week
- £31,000 to £36,417 per annum, depending on experience
- On site, in the office daily

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts –incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Subsidised Gym Membership, or Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab, subject to criteria



KEY AREAS AND STANDARDS OF PERFORMANCE:

1. MAIN DUTIES

- Co-ordinate and deal with all aspects of the College's undergraduate admissions cycle;
- Ensure knowledge of UK regulations and requirements for all areas of undergraduate admissions is up to date at all times, including Points Based Immigration regulations;
- Respond to all internal and external admissions enquiries, liaising with any other department and College Officer as required;
- Check all undergraduate applications for references, qualifications, fee status, and language certification;
- Schedule and arrange admissions interviews, either in person (book rooms and recruit invigilators/student helpers as required) and/or online;
- Compile and distribute information for interviews and decisions between applicants, schools, College Fellows, and University departments;
- Liaise with applicants, schools, University of Cambridge SAA (Student Admissions and Access, formerly CAO), Fellows, and other University Departments/Faculties;
- Work with the Admissions Tutors and Outreach Officer in all aspects of Student Recruitment and Access Initiatives within the College and the University;
- Co-ordinate the maintenance and updating of the College's undergraduate admissions and publicity materials, including the relevant pages on the College website;
- Help with the co-ordination of the July Open Days; • Maintain and update information on finance (fees, maintenance), liaising with the College's Finance Department as necessary;
- Assist with maintaining the Admissions Budget by logging any expenditure made.

2. OTHER DUTIES

- Manage and maintain records for incoming undergraduate students in CamSIS and ensure all undergraduate files are accurate and complete prior to handover to the Finance Office and the Tutorial Office;
- Ensure compliance with UK data protection regulations with respect to applicants' personal data;
- Co-ordinate distribution of all information to incoming students throughout the year;
- Attend Admissions Secretaries meetings, Admissions Committee and other working groups;
- Co-ordinate, within College, the Organ and Choral Scholarships and other schemes, such as the Instrumental Awards, as appropriate;
- Ensure all tasks are completed accurately and within the required deadlines;
- Assisting the Admissions Tutors in producing Annual Reports, including statistical work;
- To undertake any other duties and responsibilities appropriate with the post as directed by the Admissions Tutors and the Academic Registrar.



Criteria	Essential	Desirable
EDUCATION & QUALIFICATIONS	Educated to A level (or equivalent) or beyond, with GCSE passes in English Language and Maths	Degree
EXPERIENCE	Proven experience in a complex administrative and public-facing role.	- Previous experience of student recruitment; - Previous experience of working in a Cambridge College, a University or a Higher Education establishment
Skills/Ability/ Knowledge	Excellent administration and computer skills including Word, Excel, Email (including mail merge), Databases, PowerPoint and Web editing; Ability to use Google Drive and Google office programmes.	Previous experience of the CamSIS database



To apply please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

Closing date for applications: Friday 14 August at 12.00pm

Interview date: Week Commencing 24 August 2026





Robinson College
Grange Road
Cambridge
CB3 9AN

careers@robinson.cam.ac.uk
www.robinson.cam.ac.uk