Robinson College

Admissions Coordinator
(Fixed Term Maternity Cover)

FURTHER PARTICULARS
CLOSING DATE 10 FEBRUARY 2022
About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 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.

Purpose of the job

To support the Admissions Tutor with all aspects of the College’s undergraduate student admissions processes and procedures. To assist with the administration processes in the Tutorial Department, ensuring that the department provides an effective and efficient service which meets the requirements of the College.

Reports to: Admissions Tutor
Responsible for: N/A

SALARY AND CONDITIONS

- Full time, 37 hours per week
- Fixed Term Maternity Cover (expected to be March 2022 to March 2023)
- Salary up to £29,600, depending on experience

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 (to be introduced shortly)
- Free lunch in College for qualifying employees
- 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
- 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
Main Duties:

- Co-ordinate and deal with all undergraduate admissions applications
- Ensure knowledge of current regulations and requirements for all areas of undergraduate admissions is up to date and relevant at all times, including Points Based Immigration regulations
- Respond to all internal and external admissions enquiries, liaising with any other department or College Officer as required
- Check all undergraduate applications for references, qualifications, fee status
- Schedule and arrange admissions interviews, either in person (book rooms and recruit invigilators/student helpers as required) or online.
- Compile and distribute information for interviews and decisions between applicants, schools and University departments/Fellows
- Liaise with applicants, schools, Central Admissions Office, Fellows and other University Departments, during admissions round.
- Work with the Admissions Tutors and Schools Liaison 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 financial guarantees (fees, maintenance)
- Assist with maintaining the Admissions Budget by logging any expenditure made.

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 Tutorial Office
- Co-ordinate distribution of all information to incoming students throughout the year
- Attend Admissions Secretaries meetings, Admissions Committee and other working groups as appropriate.
- 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
- To assist the Admissions Tutor in producing Annual Reports, including statistical work
- To undertake any other duties and responsibilities appropriate to the post as directed by the Head of Department
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<th><strong>PERSON SPECIFICATION</strong></th>
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<th><strong>Essential Criteria</strong></th>
<th><strong>Desirable Criteria</strong></th>
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<td><strong>Education/Qualifications</strong></td>
<td>Educated to A level (or equivalent) or beyond, including GCSE English Language and Maths</td>
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<td><strong>Experience</strong></td>
<td>Proven experience in a complex administrative and public-facing role.</td>
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<td><strong>Skills/Ability/Knowledge</strong></td>
<td>Excellent administration and computer skills including Word, Excel, Email, Databases, Powerpoint and Web editing</td>
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| **Personal Qualities/Attributes** | Honest and trustworthy  
Excellent inter-personal and communication skills  
Able to deal with potentially difficult situations in a professional and sensitive manner  
Ability to manage and prioritise own workload – able to work to tight deadlines  
Able to work independently and as part of a team; to use initiative; to make decisions and solve problems  
Able to delegate effectively  
Have a flexible, well-organised and ‘can-do’ approach to the varied and demanding workload  
Awareness of the need for confidentiality  
Smart appearance  
Ability to work with students, Fellows and staff  
Excellent listening skills as well as verbal and written communication skills  
Ability to work to deadlines, and to attend to responsibilities punctually  
Willingness to attend courses and training as required by the developing needs of the department.  
Confidence in working with a variety of people. |
| **Desirable Criteria** | Previous experience of student recruitment  
Previous experience of working in a Cambridge College, a University or a Higher Education establishment  
Previous experience of the CamSIS database |