<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Admissions Coordinator</th>
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<tr>
<td>Reporting to:</td>
<td>Tutorial and Admissions Office Manager and lead</td>
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<td>Admissions Tutor</td>
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<td>Responsible for:</td>
<td>Schools Liaison and Outreach Officer</td>
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<td>Significant working relationships:</td>
<td>\textit{Internal}: Tutorial and Admissions Office team, Admissions Tutors, Directors of Studies, Communications team, Bursary Office, Conference Office, undergraduate students. \textit{External}: Cambridge Admissions Office, other Cambridge Colleges’ Admissions Offices, University departments</td>
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<td>Place of work:</td>
<td>Newnham College</td>
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<td>Tenure:</td>
<td>Permanent</td>
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<td>Hours:</td>
<td>37.5 per week, Monday to Friday, with the requirement to work flexibly at certain times of year. This will involve some weekend working and additional hours which are compensated for via TOIL in the first instance.</td>
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<td>Salary:</td>
<td>Spine point 41 on the University’s single salary spine, equating to £33,309 per annum</td>
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<td>Holidays:</td>
<td>33 days (including 8 public holidays)</td>
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<td>Pension:</td>
<td>The College offers membership of USS (Universities Superannuation Scheme)</td>
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<td>General terms and conditions:</td>
<td>This post is subject to proof of the right to work in the UK and governed by the provisions in the College staff handbook, policies and procedures which may change from time to time. Confirmation in post is subject to satisfactory references and the successful completion of a 6-month probationary period.</td>
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<td>Other</td>
<td>A DBS check which is satisfactory to the College is a requirement for this post.</td>
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<td>Main Purpose of Role/Overview:</td>
<td>To work alongside the Admissions Tutors to manage and co-ordinate a complex undergraduate admissions process. To oversee the operation of the College’s programme of outreach work, in close collaboration with the Admissions Tutors and the Schools’ Liaison and Outreach Officer (for whom the post holder has line management responsibility).</td>
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<tr>
<td>Main duties and responsibilities</td>
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### Undergraduate Admissions

- To be the main point of contact for potential applicants, parents, and teachers regarding the Undergraduate Admissions process, including:
  - Responding to all enquiries
  - Managing the process from application to admission
  - Providing information and advice
- Ensure College compliance with University admissions procedures and policies (including any subject-specific quotas and the Equality Act).
- Liaise with the Tutorial team over specific support requirements for students.
- Assist the Admissions Tutors and Directors of Study with the co-ordination of de-selection, offering advice and updating systems as appropriate.
- Manage all aspects of the candidate interview process, drawing up schedules and liaising with Directors of Studies and candidates.
- Produce information for the Winter and Summer Pools.
- Prepare and collate admissions papers for Directors of Studies’ meetings.
- Recruit and manage undergraduate student helpers for admissions interviews and College open days.
- In collaboration with the Admissions Tutors, inform applicants of the outcome of their application, providing written feedback.
- Check all students meet the matriculation requirements.
- In liaison with Directors of Studies, collate and circulate reading lists and preparation work.
- Liaise with the Cambridge Admissions Office at all stages in the admissions process.
- In conjunction with the Admissions Tutors, assess student fee status, manage financial guarantees, administer applications to the Cambridge Trusts, and provide advice as required.
- Utilise and interrogate IT systems such as CamSIS to maintain and develop admissions processes and produce statistical analysis on a periodic basis.
- Maintain an up-to-date calendar of the annual cycle of Admissions activities and implement and maintain an efficient document retrieval process.
- Provide information on request about undergraduate admissions to the University Registry and other official bodies, and provide information related to FOI requests.
- Ensure the smooth and continued operation of the undergraduate admissions process in the absence of the Admissions Tutors.
- Attend meetings with colleagues and working groups to ensure the sharing of good practice and development of procedures.
- Administer the Choral Award application scheme.
- Keep up to date with current educational policies and changes and advise Admissions Tutors and other College staff as appropriate.

### Outreach and Recruitment

- Coordinate the Newnham Essay Prize Competition, with assistance from the Schools Liaison and Outreach Officer.
• Maintain and develop the admissions-related pages on the College website and contribute to the College’s prospectus and the University’s Undergraduate prospectus.
• Organise all aspects of the College undergraduate admissions open days, including drafting the programme, recruiting and briefing helpers, managing the booking systems, and liaising with College staff and departments to ensure a smooth operation.
• Line-manage the Schools Liaison and Outreach Officer including co-ordination of workload, staff motivation, training and development.
• Annual analysis and evaluation of outreach work and contributing to the development of outreach strategy.
• Occasionally deliver presentations to school groups in the absence of the Schools Liaison and Outreach Officer.

Budgetary Responsibilities
• Monitor Admissions Office expenditure, in coordination with the Admissions Tutors, in a timely and manner.

Tutorial and Admissions Office Duties
• Carry out projects and research which may include writing reports, supporting strategy planning and providing applicant or student data.
• Assisting colleagues in the Tutorial and Admissions Office to help manage overall workload.
• Ensure the continuing smooth running of the Tutorial & Admissions Office by deputising for the Tutorial & Admissions Manager in their absence.

General
• To take part in the College’s appraisal scheme and to undertake training as required.
• To be responsible for your own health and safety in the workplace.
• To comply fully with all the College’s policies including health and safety, equal opportunities and data protection.
• To undertake any other reasonable request or duties, commensurate with this post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all are expected to work collaboratively to support the overall work of the College.

Newnham College is an equal opportunities employer

September 2021
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<tr>
<th>Person Specification</th>
<th>Essential</th>
<th>Desirable</th>
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| Qualifications experience and background | • Educated to degree level or equivalent, with good GCSE passes in English Language and Maths or equivalent  
• Solid and substantial experience of working in an administrative role at a similar level of complexity | • Working knowledge of UK Higher Education, particularly undergraduate admissions  
• Experience of the University collegiate system  
• Experience of undergraduate admissions at Cambridge  
• Knowledge of the structure and systems of the UK secondary schools and colleges  
• Awareness and understanding of the issues that affect recruitment, especially of underrepresented groups, to Cambridge |
| Specific knowledge/ skills (technical) | • Advanced working knowledge of Microsoft Office (specifically Word, Excel, Outlook and PowerPoint)  
• Familiarity with the concept of online data storage platforms of some kind (Microsoft Sharepoint, Google Drive or Dropbox)  
• Familiarity with virtual communication platforms (Zoom and Microsoft Teams)  
• Excellent organisational skills, prioritisation and planning of work to meet firm deadlines  
• Excellent communication skills on all levels  
• Ability to draft clear and succinct correspondence and reports, with excellent standard of written English | • Working knowledge of Qualtrics, Zoom webinars, Google Drive, Adobe Acrobat (Pro)  
• Working knowledge of online data storage platforms (Microsoft Sharepoint)  
• Understanding of GDPR and personal data use and retention regulations  
• Experience of maintaining websites |
| Personal attributes | • Ability to operate with minimum supervision and to use initiative  
• Ability to effectively relate to a wide range of people  
• High level of accuracy and pride in getting things right  
• Professional, positive approach with flexibility to be open to new ideas  
• Ability to multi-task and produce high quality work under pressure  
• Helpful and friendly approach with the ability to remain calm in a fast-changing environment. | • Enjoys developing new processes for system improvement |