ADMISSIONS OFFICER
(Six-month, fixed-term contract)

General Background:
Fitzwilliam College is a dynamic international community. It was founded upon and stands for aspiration and has a strong commitment to diversity and to developing the talents of all its students. The College is supportive to academics in all stage of their career and supports the training and professional development of its staff. It is one of the 31 colleges of the University and is a large community with around 475 undergraduates, 275 graduate students, 56 Fellows and more than 100 staff.

The College is first and foremost an educational establishment. It is committed to widening participation in higher education and recruits and teaches undergraduate and post-graduate students from all over the world. The College holds open days for schools and prospective applicants and runs a variety of successful outreach initiatives. It also maintains contact with over 10,000 alumni, arranging events and reunions. Fitzwilliam also runs a thriving conference and catering business with an annual turnover of approximately £1.8m, hosting over 150 conferences a year, many of which are residential; academic related functions are a regular feature of College life during Term.

The role of Admissions Officer
We are seeking an organised, flexible individual with excellent administrative skills to fill the role of Admissions Officer on a temporary basis, covering the extended absence of the postholder. The Admissions Officer works with the Admissions Tutors for Arts and Sciences to administer the fair and rigorous undergraduate admissions process within the college. The role involves organising and administering the full cycle of the Admissions process, requiring extensive liaison with Prospective students, Fellows, and both University and College staff and the coordination of the complex application, interview and offer process. A full job description and person specification is attached.

The successful candidate will ideally have previous experience in a similar role, although we will provide the necessary training, particularly in relation to our database software, CamSIS, where required, (subject to the current restrictions in Cambridge Admissions Office training programmes due to Covid-19). They will be IT literate to a high standard, including in Microsoft Excel, Word and Outlook, and possess excellent administrative and organisational skills with a strong ability to prioritise, a high degree of accuracy and good attention to detail. Effective written and verbal communication skills are essential, as is the ability to work independently with a flexible approach.

Conditions of employment
This is a temporary, full-time position working 36.5 hours per week, Monday to Friday, for a fixed-term of around six months starting as soon as possible until 31 January 2021, covering a period of long-term sickness absence. The position is normally based in the Admissions Office of the College and the postholder will need to be able and willing to work in the office in the College as needed, though with current COVID-19 restrictions, they may also occasionally work from home in so far as possible.

The ability and willingness to adopt a flexible approach to working hours is expected and the postholder will be required to work outside the normal working week or additional hours during the interview period (in December, particularly leading up to Christmas). This will also be necessary in
mid-August, when A level (and other qualifications) need processing and students need to be confirmed over a short period of time. There is also a requirement to work on Open Days, some of which are scheduled on Saturdays (up to 4 in an academic year). Extra time worked is compensated by time off in lieu to be taken at quieter periods.

The salary will be in the range from £27,031 to £30,398 per annum pro rata, depending upon skills and experience. The College also offers 33 days’ annual holiday including public holidays pro rata, enrolment into a contributory Group Personal Pension scheme, free lunch on duty, when the kitchens are open, and car parking on-site subject to availability.

Any offer of employment will be subject to evidence of the right to live and work in the UK and the receipt of satisfactory written references.

Application procedure:

Applications should reach Mrs Sarah Rowland-Jones, HR Officer, Fitzwilliam College by e-mail to hr@fitz.cam.ac.uk by 19 July 2020. Applicants should provide a covering letter and a completed application form.

Interviews are expected to take place in the week commencing 27 July 2020. Under current Government restrictions, these may take place remotely.

The College values diversity and is committed to equal opportunities in the recruitment of its Fellows, students and staff.

In applying for this vacancy, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: https://www.fitz.cam.ac.uk/about/official-information/data-protection
Job Description

Job Title: Admissions Officer

Reporting to: Admissions Tutors

In consultation with the Admissions Tutors for Arts and Science, the Admissions Officer is responsible for administering the admissions process, supported by the Admissions and Outreach Coordinator.

Principal Responsibilities

1. Processing applications:
   - Processing applications for admission to undergraduate courses via UCAS and CamSIS.
   - Processing applications for Visiting Students for the one year duration.
   - Process Affiliate and Erasmus applications.
   - Processing applications for Choral/Organ and Instrumental Awards.
   - Processing test results and test scripts from Pre-Interview and At-Interview Assessments.

2. Organising Interviews:
   - Organisation of interview timetables with Directors of Studies and Admissions Tutors (October – December).
   - Organisation of interviews and admissions tests for candidates and overseeing their smooth running (November – December).
   - Potentially organizing online interviews if Covid-19 restrictions necessitate limiting in person interviews.
   - Liaising with Director of Music and the Cambridge Admissions Office (CAO) in organizing interviews and accommodation for Organ scholar candidates (September)
   - Arranging interviewers (in consultation with Directors of Studies and Admissions Tutors).
   - Payments processing for interviewers.
   - Administer the pooling and moderation process via CamSIS including the preparation and arrangement of Pool Interviews in January.

3. Decisions Processing:
   - Processing admissions decisions for organ scholar applications (September)
   - Ensuring that all decisions are loaded onto CamSIS at the end of the December interview round.
   - Preparing files for the Winter Pool (December).
   - Ensuring all paperwork is correctly filed and that files are complete (throughout the year).
   - Preparing and checking databases of candidates receiving Offers, and those rejected for email communication of decisions (January).
   - Preparing and sending out offer information to successful candidates (January).
   - Processing applications by successful candidates for the Cambridge Trust (January).
   - Receiving feedback requests and sorting files for Admissions Tutors to use in writing feedback (January). Mail Merging letters for sending off at the end of February.
   - Determining Fee status of offer holders (March – June).
   - Conducting DBS checks for Medicine and Veterinary Sciences offer holders (May/June).
   - Preparing and presenting Financial Guarantees for Overseas Students to the Bursar for approval (May – July).
   - Visa applications for Offer Holders (May – August)
   - Processing all exam results via CamSIS primarily in July/August and sending decision letters to applicants.
   - Preparing Adjustment files (August).
• Preparing files for the Summer Pool (August).
• Receiving and referring complaints to Admissions Tutors (throughout).
• Preparing and sending freshers information packs to students in August/September.
• Sending reading lists from Directors of Studies to Freshers in late August / early September.

4. General administration duties:
• Assisting (if required) the Admissions and Outreach Co-ordinator and SLO with College events including Open Days.
• Responding to general admission enquiries via email, telephone and letter.
• Ensuring that the entire Admissions process is GDPR compliant
• Responding to Admissions related FOI requests and subject access requests
• Overseeing safeguarding during admissions process
• Processing sensitive information, such as relating to disability and extenuating circumstances, with confidentiality and tact.
• Keeping up to date with the University’s admissions procedures and making sure that College procedures are compliant with these.
• Liaising with the Cambridge Admissions Office (CAO) and other admissions offices; attending Admissions Secretaries meetings.

5. General:
• In accordance with normal College practice, give general assistance when the Tutorial and Admissions Offices, or other office staff are under work pressure, coordinated by the Head of Tutorial Office and Admissions Tutors as to holidays, resources, day-to-day running etc.
• Be prepared to work unsocial hours on occasion, particularly at peak admission times.
• Health and Safety: To comply at all times with the requirements of the College Health and Safety policy (including current social distancing and hygiene rules related to Covid-19) and positively contribute to maintaining a safe working environment.
Temporary Admissions Assistant

Person Specification

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<tr>
<th>Qualifications, Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Educated to A level standard</td>
<td></td>
<td>Educated to first degree level</td>
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Skills, Knowledge, Experience

- IT literate to a high standard (including experience of Word and Microsoft Excel)
- Excellent administrative skills with a strong ability to prioritise and attention to detail
- Awareness of data protection rules and issues of working with confidential material.
- Effective written and verbal communication skills
- Experience of Cambridge Undergraduate Admissions process
- Experience of using CamSIS or an equivalent University database
- Experience of dealing with sensitive information
- Experience in a similar role

Personal attributes

- Understanding of good ‘customer care’ practice – show tact and diplomacy when dealing with difficult situations and people.
- Be organized, be prepared to learn and ask for advice / help and be flexible in approach
- Be a good team member and contribute towards the overall objectives of the department
- Be capable of liaising effectively between different departments within the College and University.
- Interest in Widening Participation to Higher Education