UNIVERSITY OF LEICESTER

Job Summary

Job Title: Admissions Assistant
Grade: 4
Salary: £25,697 to £26,354 per annum, pro rata if part-time
Department: Leicester Medical School
Hours/Contract: Full-time, or job share considered
Job Family: Management and Administration
Reference: 13925

Role Purpose

To assess applications promptly and efficiently within agreed entry criteria, including making offers to applicants.
To develop and maintain a specialist expertise in admissions to the MB ChB courses.
To assist with the Medical School's activities in recruitment of students, including applicant interviews and Open Days.

Main Duties and Responsibilities
• To respond to internal and external enquiries made by telephone, email and in person from potential applicants, applicants and academic and support staff in the department, to ensure that enquirers make an informed choice. • To support processing of UCAS applications at all stages of the admissions cycle including preliminary checking, offer making and the correct allocation of result information, in order to ensure a high quality service to applicants and to the department. • To develop and maintain a specialist understanding of the relevant online application systems (UCAS or University of Leicester). • To understand the range of UK and international qualifications that applicants present, and to be aware of sources of additional information if needed. • To make decisions on some applications, within agreed criteria, to ensure that they are speedily and effectively processed. • To update databases accurately and produce application statistics when requested. • To provide administrative support for the DBS checks. • To provide general help to other staff within the Admissions Team, as required. • To assist with the set up and to participate in the Medical School's applicant interviews and Open Days (will include weekend working).
Internal and External Relationships
To liaise with departmental staff and ensure that communications are clear, consistent and timely. To work with colleagues in the central Admissions Office to contribute to an effective service to all applicants. To work with other Corporate Services, including Future Students and the Welfare Service. To work with colleagues in the NHS. Contact with potential applicants, applicants, parents and external agencies.
Planning and Organising
Responsible for managing own time and workload. The role requires in-depth knowledge of course provision and the requirements of the relevant professional bodies and the University

Athena Swan Silver Award · Race Equality Charter Bronze Award · disability confident LEADER · LGBT+ 2020 - 2021 AWARDEE ORGANISATION · Stonewall DIVERSITY CHAMPIONS

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Qualifications, Knowledge and Experience

Essential

- Clerical experience in a busy environment, preferably in the HE sector*
- Educated to A Level or equivalent*
- Prior experience in a customer facing role*
- A flexible approach to deal with changing priorities and urgent tasks*
- Experience of working on or assisting in organising events*

Desirable

- Experience working in HE Admissions*
- Awareness of Data Protection requirements

Skills, Abilities and Competencies

Essential

- Excellent verbal and written communication skills*
- Ability to handle confidential matters sensitively and work with minimum supervision*
- Ability to develop and maintain expert knowledge in the areas relevant to the admissions process
- Good organisational, and effective time management skills
- Ability to manage a varied workload, often under pressure*
- Accuracy and attention to detail

Desirable

- Excellent IT skills and ability to work with specialised database programmes
- A flexible and adaptable approach to work and process improvement

Criteria to be used in shortlisting candidates for interview

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

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Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.