Job Summary

Job Title: Admissions Assistant
Grade: 4
Salary: £19,612 - £22,417 per annum
Department: Leicester Medical School
Hours/Contract: Full Time, Permanent
Reference: 1433

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 and Allied Health Professions courses.
To assist with the Medical School’s and School of Allied Health Profession’s activities in recruitment of students, including applicant interviews and Open Days.

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<tr>
<th>Main Duties and Responsibilities</th>
<th>% Time</th>
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<tr>
<td>• To respond to internal and external enquiries made by telephone, email, mail and in person from potential applicants, applicants and academic and support staff in the department, to ensure that enquirers make an informed choice.</td>
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<td>• To process 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.</td>
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<td>• To understand the range of UK and international qualifications that applicants present, and to be aware of sources of additional information if needed.</td>
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<td>• To make decisions on some applications, within agreed criteria, to ensure that they are speedily and effectively processed.</td>
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<td>• To assist with the set up and to participate in the Medical School’s and School of Allied Health Profession’s applicant interviews and Open Days (will include weekend working).</td>
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<td>• To provide administrative support for the DBS checks.</td>
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<td>• To support the recruitment, appointment, training and payment of student ambassadors.</td>
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<td>• To provide general help to other staff within the Admissions Team, as required.</td>
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<td>• To develop and maintain a specialist understanding of the relevant online application systems (UCAS or University of Leicester).</td>
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<td>• To ensure that the admissions record for International applicants includes information needed for immigration purposes.</td>
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<td>• To produce application statistics on an occasional basis.</td>
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## 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 and Occupational Health.
- To work with Unitemps to ensure student ambassadors are managed in a timely and effective fashion.
- 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.

## Qualifications, Knowledge and Experience

### Essential

- Clerical experience in a busy environment, preferably in the HE sector*
- Educated to A Level or equivalent*

### Desirable

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

*(Criteria to be used to shortlist candidates for interview)*

## Skills, Abilities and Competencies

### Essential

- Excellent verbal and written communication skills*
- Ability to develop and maintain expert knowledge in the areas relevant to the admissions process
- 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)*
### 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.

### VITAL

The University encourages all staff to live our VITAL values which are: **Valuing People, Innovators, Together, Accountable, Leaders.**

### Equality and Diversity

We believe that equality, 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.