Admissions and Events Administrator
Department of History

Closing date: 8 November 2017
Interview date: 30 November 2017
Vacancy reference: 6137
INTRODUCTION

The Department of History is one of the largest in the UK, with a present complement of forty-five academic staff. It is a thriving department with over 900 single-subject or combined-honours undergraduate students, and a graduate school of around 150 students on a series of MA and PhD programmes. In December 2014, the Department was ranked second for the quality, significance and impact of its research in the Research Excellence Framework (REF), the most authoritative assessment of research quality in the UK and in subsequent years has continued to be listed in the QS rankings of World Top 50 History Departments. The current Head of Department is Professor Lawrence Black.

The Department seeks to appoint a part-time (70% of full-time) Admissions and Events Administrator who will manage the administrative support to the student admissions process; assist with initiatives in relation to student recruitment and employability, and organise/promote departmental events and academic conferences. For all aspects of the role, the post holder is expected to take a proactive approach, developing ways to support the Department’s activities in these areas.

You should have experience of student-related administrative procedures and processes within the Higher Education sector, ideally in the area of student admissions. Excellent communication skills, both written and verbal, are essential to communicate with a range of people both internal and external to the University, particularly with prospective students. Excellent organisational skills and proven proficiency in arranging events are also key requirements of the role.

The position is part-time (25.9 hours per week), with the hours spread over 4 or possibly 5 days a week. There will be the need to occasionally vary working days to cover events and activities scheduled outside normal working days and office hours. Because of the requirement for the post holder to access student data, we cannot consider applications from current students at the University of York (or those who plan to take up a course of study at the University).
Main purpose of the role

- Manage the annual admissions process for all students, both undergraduate and postgraduate, and provide support to activities relating to prospective students, such as Open/Visit Days.

- Brief, advise and assist the Admissions Officer, the Deputy Admissions Officer and the Chair of the Graduate School Board in the recruitment of students.

- Organise Departmental events and promote these events widely amongst staff, students, visitors and where relevant, externally to the University.

- Liaise with international partners at overseas universities.

- Provide support to academic and research staff in arranging academic conferences.

- Act as the main point of contact in relation to the Department's alumni database to support the development of student recruitment, student employability initiatives etc.

- Liaise with the central University marketing team to ensure that the Department website and other marketing materials effectively promote the work of History staff and students – and assist with this work where necessary.

The role holder is expected to develop systems and strategies to support these initiatives effectively.

Key responsibilities

(Role holders will be required to undertake the duties below)

Student Recruitment and Admissions

- Manage the annual admissions processes for undergraduate and postgraduate students, including overseas students.

- Act as a point of reference and provide information, advice, guidance and support to prospective students and staff on the admissions process. This includes being the main point of contact in the department for annual admissions programmes such as Open and Visit days, events for offer holders, independent visits - and any such opportunity to engage potential undergraduates and postgraduates.

- Provide information and tours for students who make speculative visits to the Department and who often have not been able to attend the Open/Visit days.

- Brief, advise and assist the departmental Admissions Tutor, the Deputy Admissions Tutor and the Chair of the Graduate School Board and assist in the development of strategies for student admissions and recruitment.

- Liaise with the University's Student Recruitment and Admissions team and other relevant departments e.g. regarding prospective students but also in relation to recruitment initiatives.

- Initiate and carry out ‘conversion’ activities to include communication with prospective students and arrangement of events and other similar activities to encourage applicants to confirm their offer of study at the University.

- Manage and maintain information systems relating to student admissions within the University's central information and records systems.

- Assist the Departmental Admissions Officer with the confirmation process – in the lead up to, and aftermath, dealing with student enquiries, and managing the handover to the relevant student records administrator.

- Actively participate in activities relating to schools liaison both in the UK and abroad, e.g. brief the University's recruitment and admissions team in areas...
relevant to History for outreach events and pro-actively support initiatives to engage and interest school students in the work of the Department. This includes arranging visits to international schools for staff travelling abroad and providing them with relevant marketing material but is also key to the Department’s Widening Participation initiatives.

- Service the Departmental Recruitment and Admissions Committee, advising the chair in the preparation of agendas, taking, drafting and distributing minutes and completing/chasing actions.

- Act as the point of contact in relation to the departmental alumni database, running queries to obtain data to support departmental activities.

Departmental Events and Conferences

- Organise Departmental events and meetings, such as annual lectures and student events and promote these events widely. This includes arranging venues, catering, speakers and other aspects such as music/bands, promoting the event via emails, posters etc.

- Assist academic staff with the organisation of academic conferences including arranging the venue, inviting speakers, organising catering, and other administrative support.

- Liaise with our international partners, including arranging visits and exchanges, assisting with the programme during visits to the UK, etc. ensuring the relevant central University departments are updated on these initiatives.

- Provide details of Departmental events, activities and news items to the Office of Philanthropic Partnerships and Alumni so they can create a regular alumni newsletter.

Additional Duties:

- Add and/or approve any ad hoc changes to the Departmental website, ensuring content is correct.

- Liaise with the University’s central marketing team to provide information on the department’s events and other news items and ensure that the website is updated accordingly.

- Draft/develop departmental news items for the website when these cannot be accommodated by the central marketing team. Ensure these are communicated via social media such as Twitter.

- Assist with the work of the Administrative Office at peak times e.g. during the Common Assessment Period.

The above list of duties is not exhaustive and is therefore subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
# PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include three passes at A level, or an equivalent educational qualification, or equivalent experience</td>
<td>Essential</td>
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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<td>Thorough knowledge of student-related administrative procedures and processes used in a busy office within the Higher Education sector</td>
<td>Essential</td>
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<td>Knowledge of issues relating to the student recruitment and admissions process in the current Higher Education environment.</td>
<td>Desirable</td>
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<td>Familiarity with UK and EU educational qualifications</td>
<td>Desirable</td>
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<td>Knowledge of UCAS admissions procedures</td>
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<td>Knowledge of the University of York information systems: Select, SITS, e:Vision</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<td>Excellent IT skills, with the ability to use Microsoft Office, particularly Word, Excel and Access to a high standard</td>
<td>Essential</td>
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<td>The ability to communicate effectively with a wide range of people, verbally and in writing, and able to provide detailed advice and guidance on specialist defined processes and procedures to internal and external contacts</td>
<td>Essential</td>
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<td>Able to write clearly and succinctly, including for web-publication and promotion of events and news items</td>
<td>Essential</td>
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<td>The ability to deal appropriately with sensitive and confidential data</td>
<td>Essential</td>
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<td>The ability to work effectively to tight deadlines</td>
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<td>Able to review procedures and processes, ensuring they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed changes</td>
<td>Essential</td>
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<td>A high degree of attention to detail</td>
<td>Essential</td>
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<td>A high degree of initiative to devise ways in which student recruitment can be effectively developed and supported, including initiating and carrying out ‘conversion’ activities</td>
<td>Essential</td>
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<td>Competent in diary management, with the ability to plan and organise events and activities relating to recruitment and admissions as well as the organisation of events/conferences and recruitment activities. Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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**PERSON SPECIFICATION**

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<th>Experience</th>
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<tr>
<td>Experience of student-related administrative procedures and processes in the Higher Education sector.</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service to staff, students and visitors</td>
<td>Essential</td>
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<td>Experience of organising conferences and/or events which include external visitors and speakers, arranging accommodation and travel and working within a defined budget.</td>
<td>Essential</td>
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<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of writing minutes</td>
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<td>Experience of student recruitment and admissions</td>
<td>Desirable</td>
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<td>Experience of promoting activities and events to a wide-ranging audience</td>
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<td>Experience of maintaining web pages</td>
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<td>Experience of social media</td>
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**Personal attributes**

| A pro-active attitude to the post, with the ability to initiate changes and bring new approaches to the work | Essential              |
| Ability to deal with confidential matters and act with discretion           | Essential              |
| Highly motivated, able to work independently or as part of a team           | Essential              |
| Ability to occasionally vary working days from time to time to cover events and activities scheduled outside normal working days/office hours. | Essential              |
| A positive, approachable and diplomatic manner                               | Essential              |
The Department of History is one of the largest in the UK, with a present complement of over forty academic staff. There are currently over 900 single-subject or combined-honours undergraduate students, with a graduate school of nearly 150 students on various MA and PhD programmes. In December 2014 it was ranked second for the quality, significance and impact of its research in the Research Excellence Framework (REF) 2014, the most authoritative assessment of research quality in the UK and in 2016, the Department was once again listed in the QS rankings of World Top 50 History Departments. The Head of the Department is Professor Lawrence Black.

The Department has an international reputation for research and teaching over a chronological span from Late Antiquity to the Twenty-first Century. Its strengths are organized into nine research clusters: Medieval, Early Modern, Eighteenth Century, Modern Europe, Asia & Middle East, Religion, Public History, Science, Technology, Environment & Medicine and the Americas. The Department’s PhD programme is one of the largest and best-funded in the UK with around 70 PhD students currently registered.

The Department has a strong commitment to interdisciplinarity. Members of the Department are leading participants in the University's interdisciplinary Centres: for Medieval Studies (CMS), for Renaissance and Early Modern Studies (CREMS), Eighteenth-Century Studies (CECS), Women’s Studies (CWS), the Centre for Modern Studies (CMODS) and Historical Economics and Related Research (CHERRY). Most of these centres offer interdisciplinary MA and PhD programmes. The Department’s commitment to interdisciplinarity is further evidenced in the wide range of undergraduate combined programmes, the MA in Contemporary History and International Politics (CHIP) and the MA in Medical History and Humanities (run with the Department of English) as well as individual modules at the undergraduate and postgraduate level.

Within the Department of History itself there are also research centres, including the Centre for the Study of Christianity and Culture (which explores the ways religion has shaped and continues to shape society and culture and to address the need for historical understanding and perspective on contemporary issues); the Institute for the Public Understanding of the Past (IPUP) where the MA in Public History is based; and the Centre for Global Health Histories (CGHH), which is at the forefront of the Department’s research in medical humanities and collaborates with the WHO.

Further information about the department is available at: http://www.york.ac.uk/history/
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6137
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 8 November 2017.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to caroline.edwards@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835