Admissions Team Co-ordinator
External Relations Department

Closing date: 28 November 2017
Interview date: 13 December 2017
Vacancy reference: 6207
INTRODUCTION

Within Student Recruitment and Admissions, the Postgraduate Admissions team handles over 20,000 postgraduate applications each year. The team provides information, advice and guidance for applicants, agents, and academic and support staff across the University. The role is designed to coordinate postgraduate admissions operations at a time where the sector is becoming increasingly competitive and complex. The post holder will play a key role in ensuring that every stage of the application and post-offer conversion process is managed efficiently and effectively.
Main purpose of the role

- To coordinate the administration of the postgraduate admissions operation for designated academic departments, working closely with the Postgraduate Admissions Officer.
- To manage the workflow of the relevant team within Postgraduate Admissions to ensure that resources are deployed effectively in order to maintain high standards of service and support for both external and internal stakeholders.
- To liaise with colleagues in academic departments to ensure that admissions decisions are appropriate, fair and consistent and that strict recruitment round deadlines are met.
- To carry out a range of administrative processes in order to provide an efficient and effective admissions service.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Team Co-ordination

- Supervise Admissions Administrators within the wider Postgraduate Admissions team and act as first point of reference for complex admissions queries
- Oversee and manage the workflow of Admissions Administrators, ensuring that decisions are processed with high regard for consistency, fairness, offer targets and recruitment deadlines.
- Oversee induction processes and provide ongoing training and support for Admissions Administrators in collaboration with the Postgraduate Admissions Officer.

Postgraduate Admissions Service

- Undertake the annual update of the University’s online application system (Select), liaising with academic departments where necessary
- First point of contact for academic departments, providing admissions advice and training where necessary and ensuring that advertised decision deadlines are met
- Ensure a consistently high level of service is provided to internal and external stakeholders of the postgraduate admissions operation
- Ensure the delivery of a prompt and efficient enquiry management service
- Oversee and review administrative systems which support a wide range of processes and procedures, ensuring they are fit for purpose and maximise efficiency
- Review and maintain online course listings
- Review and maintain communications for applicants intended to improve understanding of and engagement with the admissions process
- Ensure the Postgraduate Admissions website is accurate and up-to-date.
- Organise and participate in admissions events, including the Postgraduate Admissions Forum, training sessions and recruitment events
- Work closely with the Admissions Officer to identify trends in applications, offers and acceptances
- Process applications for postgraduate study with a high regard for accuracy, data quality and efficiency
- Process routine admissions decisions according to selection criteria agreed with the academic department and Admissions Officer
- Respond to enquiries from prospective applicants, applicants and their advisors and colleagues across the University.

Occasional duties include:

- Deputising for the postgraduate Admissions Officer during periods of absence
- Assisting colleagues across Student Recruitment and Admissions where required.

The above list of duties is not exhaustive and is 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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**THE DEPARTMENT**

Student Recruitment and Admissions (SRA) forms part of the University’s Directorate of External Relations. SRA has responsibility for the following:

- Outreach to and recruitment of prospective undergraduate and postgraduate students in the UK, European and worldwide markets;
- Admissions policy and strategy in relation to undergraduate and postgraduate students as well as the operation of the University’s admissions function and links with UCAS. Admissions decision-making is in part centralised with decisions taken by members of SRA staff;
- Outreach specifically to students with widening participation characteristics.

SRA works closely with other sections of the Directorate: in particular Marketing and the International Relations Office, but also including the Office for Philanthropic Partnerships and Alumni (OPPA) and the Centre for Lifelong Learning.

SRA is based in the Stables Building on Campus West. Co-location of all teams within SRA leads to effective coordination of the Office’s functions and constructive collaboration between teams.
THE UNIVERSITY

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 AND THE REGION

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 6207
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 28 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 emma.m.french@york.ac.uk

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

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