Admissions and Outreach Administrator (Maternity Cover)

Department: Hull York Medical School

Hours of work: Full Time / 37 hours a week

Contract type: Fixed term up to 1 year

Salary: £21,814 a year / Grade 4
Introduction

The joint medical school of the Universities of Hull and York, Hull York Medical School has a reputation as one of the UK’s most exciting, contemporary schools. It was established in 2003 – combining York’s strengths in biological science and health sciences and Hull’s Postgraduate Medical School and large clinical base. Since it was established, it has been inspiring doctors and academic leaders of the future with the research, skills and knowledge they need to look at things differently and advance improvements in healthcare around the world.

An exciting opportunity has arisen for an Admissions and Outreach Administrator to join Hull York Medical School, to cover a period of maternity leave. This role supports Hull York Medical School’s Admissions, Student Recruitment, Widening Participation and Outreach activities. This includes supporting admissions decision making, enhancement of the applicant experience, increased diversity of the applicant cohort and improvement in applicant conversion. The post holder would also support the School’s strategy to recruit from the local communities and widening participation in higher education, particularly the study of medicine.

The successful applicant will be a proactive team player, with outstanding communication skills, excellent attention to detail, a flexible approach and the ability to work independently in a highly demanding environment.

This role reports to the Student Recruitment and Admissions Officer and will be expected to work across both the University of York and the University of Hull sites as required.

Main purpose of the role

To carry out a range of administrative processes in order to facilitate the smooth running of a section/service within the overall department.

Key responsibilities

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

- Processing applications for multiple programmes at undergraduate and postgraduate taught levels, including intercalation (using the University of York’s student database(s), SITS and the Medical School’s own database), involving day-to-day liaison with Admissions Tutor, Postgraduate Programme Leads and central university administrative departments in both University of York and University of Hull.
- Initial academic screening of applications, advising the Admissions Tutor and Programme Leads on interpreting guidelines on educational equivalences, and advising on University procedures.
- Ensure all admissions data is accurately recorded on Select, the University of York’s record system, to enable timely processing and accurate reporting.
- Provide information, advice and guidance to prospective students, their advisors, colleagues and members of the public regarding applications to Hull York Medical School programmes. Enquiries may be face-to-face, by telephone, email or other means of correspondence.
- Participate in the ongoing review of communications and processes in order to promote an improved applicant experience.
- Assist with the delivery of interview days including supporting recruitment, organisation and liaison with internal and external interviewers, as well as production of documentation including timetables, badges and registers for candidates and interviewers.
• Provide support for Student Recruitment and Outreach events including Open Days, Visit Days, interviews and Higher Education events at schools and colleges. Independent attendance at events will occasionally be required.

• Provide support to the Widening Participation and Outreach programme of activities including supporting the planning, organising and administration of a range of internal and external events including school / college visits, summer residential and the Pathways to Medicine programme activities. This includes event advertising and booking, collating resources, booking staff and collecting post event evaluation.

• Provide administrative support for the Student Ambassador Scheme, assisting with recruitment, training and allocation of work.

• Support the team’s communications with existing schools and colleges keeping communications databases up to date.

• Provide administrative support to the wider team including setting up meetings, preparing agendas and taking notes during meetings.

• Any other duties commensurate to the grade.
## Person specification

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>5 GCSEs at grade C or above (including Maths and English), or equivalent education/experience.</td>
<td>Essential</td>
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<tr>
<td>Degree level qualification or equivalent.</td>
<td>Desirable</td>
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### Knowledge

- Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation  
  - Essential
- An understanding of UK Higher Education system.  
  - Essential
- Knowledge of admissions procedures and processes.  
  - Desirable
- An understanding of equal opportunities, the General Data Protection Regulation (GDPR), the Freedom of Information Act and how these relate to personal information.  
  - Desirable
- An awareness of UKVI Tier 4 policies and how these apply to International student recruitment.  
  - Desirable

### Skills, abilities and competencies

- Excellent IT skills including the ability to use a wide range of Microsoft Office packages and complex databases, and the ability to learn new systems and software.  
  - Essential
- The proven ability to identify and use a range of data, with the ability to combine various data types to produce reports and perform analysis.  
  - Essential
- The ability to communicate in an appropriate, professional and effective manner to a variety of audiences, including potential applicants, parents, colleagues and other stakeholders.  
  - Essential
- To work effectively in a team and work cooperatively with the other Admissions Assistants to coordinate workload.  
  - Essential
- The ability to work with others outside of the immediate team to ensure that accurate information is passed on promptly to the most appropriate contacts in order to support a good student/applicant service.  
  - Essential
- Strong organisational skills, including the ability to monitor own workload and prioritise effectively to meet deadlines and objectives.  
  - Essential
- The ability to use initiative to recognise problems and offer solutions.  
  - Essential
- The ability to represent Hull York Medical School at a wide-range of events, including open days and interview days.  
  - Essential
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<td>Evidence of experience in a busy office environment covering a broad range of administrative tasks.</td>
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<td>Experience of delivering excellent standards of customer service and working in a front line role.</td>
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<td>Experience of organising events and meetings.</td>
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<td>Proven experience of data handling.</td>
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<th>Personal attributes</th>
<th>Essential</th>
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<td>Active approach to continuing professional development and a willingness to engage in appropriate training.</td>
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<td>Excellent attention to detail and accuracy.</td>
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<td>Willingness to comply with holiday restrictions and to work occasional weekends and evenings at peak periods.</td>
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<td>Willingness to travel to meetings, recruitment and other events.</td>
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<td>Able to work flexibly, under pressure and to tight deadlines to manage a varied and demanding workload.</td>
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