



ST JOHN'S COLLEGE CAMBRIDGE

Further particulars for the position of Admissions Office Assistant

June 2018

Requirement

St John's College wishes to appoint an Admissions Office Assistant to join our small, friendly team in the Admissions Office within the Director of Education & Senior Tutor's Department.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the promotion of education, religion, learning and research.

Principal Responsibilities and Duties

Job title:	Admissions Office Assistant
Department:	Admissions within the Senior Tutor's Department
Responsible to:	Director of Education & Senior Tutor, Admissions Tutor, Admissions Administrator
Job Purpose:	To play an important role in the administration of undergraduate admissions to the College and in assisting with recruitment and Outreach activities in College, externally and web-based activities, with particular responsibility for the annual programme of activities. To work as an active participant in the Admissions Office team and in effective collaboration on admissions related activity across the Department.

Principal Accountabilities (Responsibilities):

- a) The post holder contributes to the effective, efficient and smooth running of the Admissions process by:
 - i) supporting the processing of undergraduate applications
 - ii) ensuring applications are properly dealt with, playing a role in:
 - answering queries from applicants and schoolteachers
 - answering admissions-related queries from Directors of Studies, Tutors, Fellows and alumni
 - preparing application materials to support the application process and files for the Winter and Summer Pools

- liaising with Directors of Studies, Fellows and Academic Administrators regarding offer holders
- b) Play a key role in supporting the work of the Undergraduate Admissions Outreach Officer, assisting in the administration of other admissions- related activities in collaboration with other key people and departments, including Academic Administrators and University Faculties and Departments
 - c) In order to ensure that the Admissions Office meets its aims, the post holder is required to support the Admissions Team by:
 - i) supporting the Admissions Tutor and Undergraduate Admissions Outreach Officer with the arrangement of visits with teachers and schools
 - ii) supporting the organisation of College Open Days, Taster Days and related admissions events
 - iii) supporting the work of the part-time Admissions Office Assistant in relation to communications and information for schools and applicants, involving liaising with Directors of Studies, College Lecturers and University Faculty and Departmental offices;
 - iv) supporting Fellows of the College involved in admissions activities with relevant data, information and admissions materials
 - v) supporting the Admissions Tutor, the Director of Education & Senior Tutor, Fellows of the College and other outreach project workers in College-based activities in the preparation of admissions talks and presentations
 - d) The post holder is required to undertake a range of tasks and responsibilities in support of the provision of administrative secretarial assistance to the Admissions Tutor and administrative support to the Admissions Administrator.
 - e) It is essential that College records are kept up-to-date in order to ensure that relevant members of the College and the University have the most up-to-date information on students. The post holder is responsible for:
 - i) maintaining records on prospective applicants and applicants entering information onto the database
 - ii) communicating with offer holders and assisting in provision of feedback on unsuccessful applications
 - iii) ensuring offer holders' documentation is complete between decisions and confirmation
 - iv) liaising and assisting the Admissions Administrator in all aspects of communication on admissions-related business with other members of the Director of Education & Senior Tutor's department
 - v) ensuring the accurate completion of the College's HEAT data

The post holder will be an active part of a small team expected to engage in discussions of on-going improvements to procedures in review of policy and practice.

Person specification

Qualifications, Knowledge and Experience:

- Excellent typing and IT skills. The post holder will need to be fully conversant to an advanced level in Microsoft packages:
- CamSIS knowledge would be an advantage, but is not essential as training will be given.
- In addition, the post holder will need to have the ability to undertake in-house training on other departmental software packages.
- Experience of a similar role an advantage.

Skills, Abilities and Competencies:

- Excellent communication skills are required as the post involves liaising and dealing with a wide spectrum of people, including College staff, Officers, Fellows, students and applicants and members of the public
- Well-developed, proven, organisational skills
- Accurate worker with good eye for detail
- Experience of working as part of a close-knit team
- High degree of flexibility to respond to highly fluid and open-ended tasks
- The ability to demonstrate initiative and must be able to work on his/her own initiative and judgement; capacity to deal with complex situations
- Must be able to prioritise workloads in order to meet deadlines
- The ability to deal appropriately with sensitive and private information and to operate in a highly confidential and professional manner
- Friendly and approachable

Terms and Conditions

Length of post: Permanent

Salary: The salary for the post will be between £22,776 -£25,386 per annum (depending on experience).

Hours of work: The hours for the post will be 36.25 per week.

Location: The role is based in Cambridge.

Other benefits (not all contractual) include:

- Free lunch in the College's Buttery Dining Room subject to a monetary limit
- Free car parking close to the College (subject to availability)
- Annual leave of 36 working days (including Bank Holidays) pro rata for staff working less than 5 days per week
- Membership of a contributory pension scheme after a qualifying period
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period.

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice would be one month on either side.

Recruitment Process

Please include in your application:

- A completed application form
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full CV;
- Names and contact details of two referees who know you in a professional capacity.

We will contact you if you are selected to attend an interview. For those not selected may we take this opportunity to thank you for your interest in this post.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon on 18 June 2018.**

Interviews are expected to be held on the week commencing **2 July 2018.**

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.