



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of
Undergraduate Admissions Administrator

August 2024



About the College

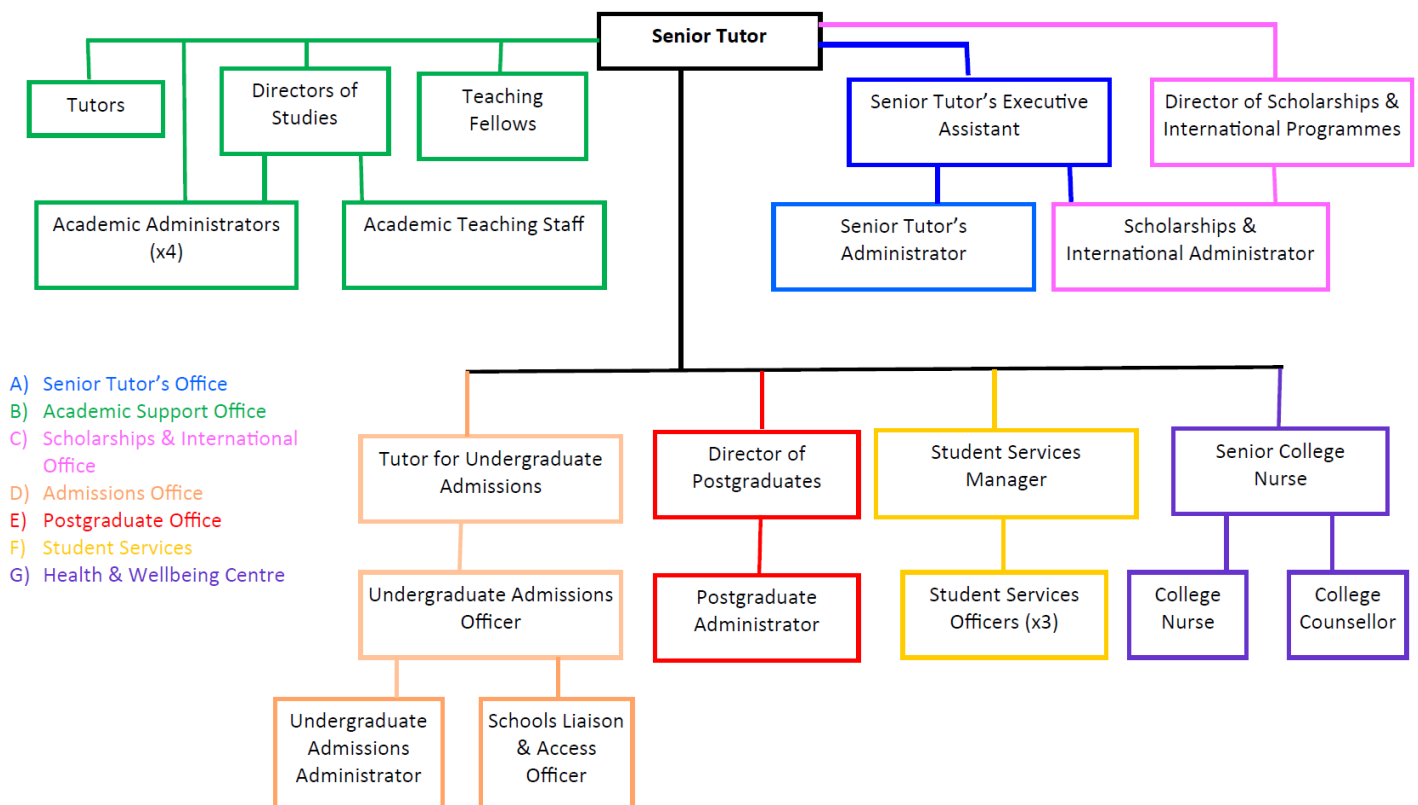
For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to academic freedom, excellence, and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship, and we aspire to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place with a cheerful and optimistic spirit. The College is held in deep affection by its members, who include around 150 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13000 alumni worldwide, and by our 250 staff. We cherish the diversity of experience, culture, and perspective each member of the College contributes to our community, and the way this enriches our learning and our lives.

As one of the biggest colleges in the University, St John's offers our students countless opportunities to expand their horizons intellectually and personally. At the heart of this is excellent teaching in a supportive learning environment. This focus, and our commitment to creating an exceptional and distinctively Johnian collegiate experience, helps us to attract the brightest minds as undergraduates, postgraduates and Fellows, and makes it easier for each of them to realise their academic ambitions here.

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

Education Department Organisational Chart



Job Purpose

To provide a full, high-level and comprehensive administrative service to the Undergraduate Admissions Office. 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 online), with particular responsibility for the annual programme of activities. To work as an active participant in the Undergraduate Admissions Office team and in effective collaboration on admissions related activity across the Department.

Principal Responsibilities

The post holder is required to ensure that a comprehensive and high-level administrative support service is provided to the Tutor(s) for Undergraduate Admissions and the Undergraduate Admissions Officer. They achieve this by contributing to the effective, efficient and smooth running of the Admissions process by:

- Working to ensure a complete understanding of the needs and requirements of the workload within the Undergraduate Admissions Office and taking full initiative to meet these needs and requirements.
- Continually working with others to ensure that processes are monitored and updated to ensure efficiency and to meet changing needs.
- Monitoring and adapting their working style and processes to ensure that the administrative/secretarial support reflects the needs of the Tutor(s) for Undergraduate Admissions and Undergraduate Admissions Officer.
- Fully supporting the processing of undergraduate applications including:
 - responsibility for admissions decision processing, including liaising with CAO and updating CamSIS and our own local admissions data.
 - coordination of admissions assessment and interview arrangements.
 - thorough, accurate and timely assessment of applicants' fee status.
- Ensuring applications are properly dealt with, playing a key role in:
 - answering queries from applicants and schoolteachers, and re-directing queries to the appropriate people where necessary.
 - answering admissions-related queries from Directors of Studies, Tutors, Fellows and alumni, thus dealing with a wide variety of individuals across the College.
 - preparing application materials to support the application process and files for the Winter and Summer Pools, often to short deadlines.
 - liaising with Directors of Studies, Fellows and Academic Administrators regarding offer holders.
 - coordinating and providing evidence and background information for the process for assessing financial guarantees to ensure full content is provided to the Senior Tutor's Office.

In order to ensure that the Admissions Office meets its aims, the post holder is required to support the Admissions Team by:

- fully supporting the Tutor(s) for Undergraduate Admissions and Schools Liaison and Access Officer with the arrangement of visits with teachers and schools.
- fully supporting the organisation of College Open Days, Taster Days and related admissions events.
- providing admissions administrative support for the Organ and Choral Trials.
- supporting work in relation to communications and information for schools and applicants, involving liaising with Directors of Studies, College Lecturers and University Faculty and

Departmental offices.

- supporting the updating and maintenance of the Undergraduate Admissions Office web page information.
- supporting Fellows of the College involved in admissions activities with relevant data, information and admissions materials.
- supporting the Tutor(s) for Undergraduate Admissions, the Senior Tutor, Fellows of the College and other outreach project workers in College-based activities in the preparation of admissions talks and presentations.
- coordinating the production/refresh of admissions outreach and recruitment materials (e.g. posters, prospectus, self-guided tour documents).
- as part of the Undergraduate Admissions Office team, assisting in the preparation of data and/or reports as required.

Assisting in the administration of any other admissions-related activities, whenever required, in collaboration with other key people and departments, including Academic Administrators and University Faculties and Departments.

The post holder is also required to undertake any additional tasks and responsibilities in support of the provision of administrative secretarial assistance to the Tutor for Undergraduate Admissions and administrative support to the Undergraduate Admissions Officer as required.

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:

- maintaining electronic records of prospective applicants and applicants.
- communicating with offer holders and assisting in provision of feedback on unsuccessful applications.
- ensuring offer holders' documentation is complete between the issuing of offers of admission and confirmation.
- liaising and assisting the Undergraduate Admissions Officer in all aspects of communication on admissions-related business with other members of the Education Department.
- ensuring the accurate completion of the College's HEAT data.
- compiling admissions data in response to internal and external requests including Subject Access Requests and Freedom of Information requests.

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

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

| | Essential | Desirable |
|--|---|---|
| Qualifications, Knowledge and Experience | <ul style="list-style-type: none"> • Educated to degree level or equivalent experience. • Strong previous administrative experience. • Strong and competent IT skills essential, including Microsoft Word, Excel, Powerpoint, Access, Adobe Acrobat Pro and other in-house systems that may be introduced. • Experience of organising large-scale events, both in-person and online. | <ul style="list-style-type: none"> • Previous relevant work experience is also preferable, i.e. an experienced background in the University sector. • 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. |
| Skills, Abilities and Competencies | <ul style="list-style-type: none"> • 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. • The ability to maintain and extract data. • The ability to develop and improve complex processes and procedures. • 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. | |

Terms & Conditions

Post: Undergraduate Admissions Administrator

Length of post: Permanent

Hours of work: 36.25 hours per week

Working pattern: Monday—Friday

Salary: Between £29,335—£31,823 p.a. (depending on experience)

Location: St John's College, Cambridge with up to 20% agile working available for this post.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- 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 checks after a qualifying period]
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

Read more about the benefits of working at [**St John's**](#).

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 is one month on either side.

Any offer to a successful candidate will be conditional upon a satisfactory DBS check.



Recruitment Process

The deadline to apply is **9.00 am** on **Friday 13th September 2024**. Interviews are expected to be held on **23 September 2024**.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date c.v.

Applications should be sent:

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

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

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. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

**Education Department
St John's College
Cambridge CB2 1TP
United Kingdom**



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