MAGDALEN COLLEGE, OXFORD

ADMISSIONS OFFICER (FIXED-TERM POSITION AS MATERNITY COVER)  
(Reference Number: GH18002)

FURTHER PARTICULARS

The position of Admissions Officer at Magdalen College is available for a fixed period of 18 months as maternity cover. This is an exciting opportunity to be involved in the life of Magdalen and to play a significant role in administering the admissions process for undergraduate and graduate applicants to the College. For the performance of these duties, the Admissions Officer reports to Magdalen’s Academic Administrator, and provides support to the Tutor for Undergraduate Admissions, the Tutor for Graduate Admissions, and the Senior Tutor. This fixed-term post is available for the period 1 October 2018 (or as soon as possible thereafter) to 31 March 2020.

The Admissions Officer is employed by the President and Fellows of Magdalen College and is responsible under them to the Home Bursar.

Duties of the post

The Admissions Office is a source of information and advice to Fellows, students and prospective students, and the Admissions Officer will welcome enquiries on admissions matters and respond appropriately to them. A flexible approach is required, together with enthusiasm for the work and attention to detail and order. In addition to an Admissions Officer, the College also employs a full-time Outreach Officer.

The work for the Tutor for Undergraduate Admissions involves responding to undergraduate admissions enquiries by telephone, post, email, and in person, and arranging Open Days and admissions activities throughout the year. These duties include:

- Responsibility for the execution of the undergraduate admissions exercise from September to December each year, requiring liaison with the Undergraduate Admissions Office in the University and with candidates, schools, and colleges. This includes:
  - receipt and acknowledgement of UCAS forms;
  - distribution of submitted written work to subject tutors;
  - despatch of invitations to interview;
  - co-ordination of interviews in liaison with the subject tutors and the JCR (undergraduate) helpers;
  - co-ordination of interviewees’ accommodation and meal bookings;
  - preparation of materials for and attendance at the admissions meeting of the Tutorial Board;
  - notification of results to candidates;
o compilation of feedback for unsuccessful candidates.
- Preparation and distribution of statistics to College tutors.
- Preparation of the annual Admissions Survey and other reports as required for the Undergraduate Admissions Office in the University.
- Monitoring University subject practice on admissions.
- Distribution of finance documentation to successful candidates.
- Responsibility for collection and checking of qualification evidence from successful candidates, including the A level results in mid-August, and for notification of decisions to candidates.
- Assisting the Academic Administrator in collating the freshers’ mailing and distribution to successful candidates.
- Sending reading lists to successful candidates.
- Preparation of Confirmation of Acceptance for Studies (CAS) information for those overseas candidates requiring a visa to study in the UK.
- Updating the undergraduate admissions pages on the College website in liaison with subject tutors, the Tutor for Undergraduate Admissions, and the Senior Tutor.
- Arrangements for the College’s participation in the University-wide Open Days, including provision of admissions materials.
- Liaison with the Music tutors and the Music Faculty for the choral and organ award competition in mid-September.
- Preparation of the College entry in the University Prospectus for undergraduate studies, in liaison with the Tutor for Undergraduate Admissions and the Senior Tutor.

The work for the Tutor for Graduate Admissions, which takes place principally between January and September, with the greatest concentration in March, April, and May, involves dealing with enquiries, preparing materials, handling all applications to the College, and in general overseeing the graduate admissions process. These duties include:

- Liaison with the Graduate Admissions Office and other departments of the University.
- Efficient processing of graduate applications using the relevant software and entering College decision information on the University database.
- Preparation and receipt of financial declaration documentation, liaising with the College Accountant.
- Preparation and circulation of information to College Fellows concerning graduate admissions.
- Assisting the Academic Administrator in collating the freshers’ mailing and distribution to successful candidates.
- Updating the graduate admissions pages on the College website in liaison with the Tutor for Graduate Admissions and the Senior Tutor.
- Preparation of the College entry in the University Graduate Studies prospectus, in liaison with the Tutor for Graduate Admissions and the Senior Tutor.
- Collation of graduate scholarship information in liaison with the Senior Tutor.

Other duties:

- Efficient processing of undergraduate visiting student applications, in liaison with the College’s Visiting Student Adviser and the Senior Tutor.
• Preparation of timetables for undergraduate and graduate freshers’ orientation week, in liaison with the Academic Administrator.

Person Specification

The successful applicant will need advanced organisational skills, initiative, computer literacy, and the ability to work independently and as part of a team, to high professional standards and with great attentiveness to detail.

Time-management skills are likewise essential, since it is necessary to anticipate periods of peak activity over the course of the year by working to early deadlines, knowing how to prioritise tasks, and making careful use of University vacation periods, so that a wide range of duties can be fitted into the time available. The successful applicant will also need to be able to handle confidential material discreetly.

Candidates will therefore be assessed on the basis of the following selection criteria (candidates should address these in their letters of application):

1. Experience of administration, and general sympathy with the academic values of the institution.
2. Excellent written and oral communication skills, and a high level of computer literacy (with competence and confidence to learn a variety of software packages).
3. Excellent analytical skills and a good eye for detail.
4. Ability to demonstrate excellent time-management skills and the ability to work under pressure.
5. Ability to work both independently and as part of a team, and to see complex tasks through to a conclusion without constant supervision.

Hours of Work

The post is full-time and the successful applicant will work 36.5 hours per week, the normal working hours being 8.30 am to 5.00 pm or 9.00 am to 5.30 pm Monday to Friday, with unpaid breaks totalling one hour per day. However, a flexible approach to working hours is required to ensure that the Admissions Office runs efficiently.

Salary

The salary for the post will be on the scale £24,983 – £32,548 per annum (Grade 5 of the University pay scale), depending on skills and experience.

Benefits

• Free lunch while on duty when the kitchen is open
• Optional membership of contributory pension scheme
• Car parking (subject to availability)
• Use of sports facilities
• Optional contributory Healthcare scheme
• Bus pass purchase scheme
• Holiday entitlement of 30 working days, plus bank holidays (some restrictions may apply when holiday cannot be taken and some set days of holiday must be taken when the College is closed)

Application Procedure and Deadline

A detailed letter of application and a completed application form (which can be found on the College website at: [http://www.magd.ox.ac.uk/job-vacancies](http://www.magd.ox.ac.uk/job-vacancies)) should be sent to the Human Resources Assistant, Magdalen College, Oxford OX1 4AU (telephone: 01865 276033) or emailed to human.resources@magd.ox.ac.uk by **12.00 noon on Friday 31 August 2018**. Candidates are expected to use their letters of application to state clearly why they are interested in the post and how their qualifications and experience suit them for it. **Late or incomplete applications will not be accepted.** Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, and (b) provision of proof of the right to work in the UK.

It is expected that interviews will take place on Wednesday 12 September 2018.

Magdalen College is an Equal Opportunities Employer. For further information, see [http://www.magd.ox.ac.uk/equality](http://www.magd.ox.ac.uk/equality).

Recruitment Monitoring

A Magdalen College Recruitment Monitoring Form will be found at the following page on the Magdalen College website:

[http://www.magd.ox.ac.uk/job-vacancies](http://www.magd.ox.ac.uk/job-vacancies).

Applicants are requested to complete the form and return it to the Human Resources Manager, Magdalen College, Oxford OX1 4AU (or by email to human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at [http://www.magd.ox.ac.uk/other-policies/data-protection/](http://www.magd.ox.ac.uk/other-policies/data-protection/).