



## **MAGDALEN COLLEGE, OXFORD**

### **ADMISSIONS OFFICER (PERMANENT OR FIXED-TERM POSITION) (Reference Number: GH25001)**

#### **FURTHER PARTICULARS**

The position of Admissions Officer at Magdalen College (whose formal name is ‘The College of St Mary Magdalen in the University of Oxford’), is available with effect from 15 September 2025 or as soon as possible thereafter. 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. The Admissions Officer is employed by the President and Fellows of Magdalen College and is responsible under them to the Home Bursar. For the performance of the duties of the post, 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 is a permanent position, but the College will also consider applications from candidates who are looking for a fixed-term position and who would be able to take up the post from 15 September 2025 or very shortly thereafter.

#### **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 two full-time Outreach and Access Officers.

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

- 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:
  - o receipt and acknowledgement of UCAS forms;
  - o distribution of submitted written work to subject tutors in liaison with the Outreach and Access Officers;
  - o despatch of invitations to interview;
  - o recruitment and training of the JCR (undergraduate) helpers, in liaison with the Outreach and Access Officers;
  - o co-ordination of interviews in liaison with the subject tutors and the JCR (undergraduate) helpers, including distribution of pre-reading material;
  - o receipt and dissemination of applicant disability information to the relevant

- people;
  - o co-ordination of accommodation and meal bookings for candidates attending interviews in person (in the event that the University resumes in-person interviewing in the future)
  - o preparation of materials for and attendance at the admissions meeting of the Tutorial Board;
  - o notification of results to candidates;
  - o coordinating feedback requests, including appeals, from unsuccessful candidates.
- Preparation and distribution of statistics to College tutors.
- Collating information for the processing of undergraduate scholarships.
- 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 offer-holder and 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.
- Supervision (not line-management) of the College's students who are employed to assist with the admissions process and with the June/July Open Days, and of an assistant employed to help with the busiest period for undergraduate admissions.
- Formulation of proposals for policy developments and adjustments under the College's Strategic Plan in collaboration 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 of College offer letters and funding letters in liaison with the Tutor for Graduate Admissions and the Senior Tutor.

- Preparation and receipt of financial declaration documentation, liaising with the Finance Controller.
- 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.
- Compilation and communication to the College's Accounts Office of the details of graduate scholarship funding, in collaboration with the Senior Tutor.
- Formulation of proposals for policy developments and adjustments under the College's Strategic Plan in collaboration with the Tutor for Graduate Admissions and the Senior Tutor.

Other duties:

- Efficient processing of undergraduate visiting student applications, in liaison with the College's Tutor for Visiting Students and the Senior Tutor.
- Preparation of timetables for undergraduate and graduate freshers' orientation week, in liaison with the Academic Administrator.
- Monitoring the College's admissions expenditure in collaboration with the Academic Administrator, and authorising certain items of admissions expenditure.
- Any other tasks, duties, and responsibilities not listed above which can reasonably be expected to be performed or undertaken by an Admissions Officer.

### **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 37.5 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.

### **Probation and Notice Period**

There is a six-month probationary period. During the probationary period, the appointment may be terminated by either side by giving one month's notice; following successful completion of probation, the notice period is three months.

### **Salary**

The salary for the post will be on the scale £33,482 – £42,882 per annum (equivalent to Grade 6 of the Magdalen College Pay Scale), depending on skills and experience, plus £1,500 per annum (Oxford Location Allowance). The holiday year begins on 1 January and ends on 31 December, and the Academic Administrator must approve all leave.

### **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 will apply when holiday cannot be taken and some set days of holiday must be taken when the College is closed)

The College provides for maternity leave on a basis that exceeds the statutory provisions. There is a day one entitlement and no qualifying period: women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

The College particularly welcomes applications from Black, Asian, and Minority Ethnic candidates.

### **Application Procedure and Deadline**

A detailed letter of application and a completed application form (which can be found on the College website at: [www.magd.ox.ac.uk/job-vacancies](http://www.magd.ox.ac.uk/job-vacancies)) should be emailed to [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk) by **12.00 noon on Wednesday 20 August 2025**. 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 references, (b) satisfactory completion of a medical questionnaire, and (c) provision of proof of the right to work in the UK.

Interviews are scheduled for **the morning of Wednesday 3 September 2025**.

Magdalen College is an Equal Opportunities Employer. Further information can be obtained from the College website at [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:

[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 by email to Human Resources at Magdalen College ([human.resources@magd.ox.ac.uk](mailto: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 [www.magd.ox.ac.uk/other-policies/data-protection/](http://www.magd.ox.ac.uk/other-policies/data-protection/).