



IMPACT

Undergraduate Admissions Officer

Reference: R220798
Grade: 7
Salary: £27,929 to £33,314 per annum, depending on experience
Contract Type: Fixed Term for 12 months
Basis: Full Time

Job description

Job Purpose

This role will be responsible for co-ordinating and managing responses to all undergraduate applications, post application enquiries and in some cases arranging interviews for specific programmes.

This role will ensure the undergraduate pre-enrolment student journey is customer focused, efficient and places a great emphasis on maximising application to enrolment conversions. The post holder will need a good overall knowledge of undergraduate, international and foundation admissions within a Higher Education environment.

Main duties and responsibilities

- ▶ For the assessment and processing of all undergraduate applications linked to a specific School within set timeframes, including referring any complex admissions decisions to School Admissions Managers
- ▶ To develop and maintain the application process including cascading applicants, processing acceptances and issuing CAS' (Confirmation of Acceptance for Studies)
- ▶ To make conditional, unconditional or reject offers in line with entry requirements for a specific School and to refer to more senior staff for appropriate guidance to more complex queries
- ▶ To attend where appropriate, cross University meetings with academics from linked School and other professional services
- ▶ To support Admissions Assistants with responding to all application related enquiries where possible
- ▶ To support the programme of School recruitment, conversion events and conversion activity including Applicant Visit Days, interview days for specific schools and University wide confirmation and clearing activity
- ▶ To support line management to implement service level agreements to co-ordinate a high level of service consistent with all other areas of the pre enrolment student journey
- ▶ To liaise with marketing and feed into the with the development of digital and social media content and communications to support conversion targets
- ▶ To implement systems for managing admissions processes which would take into account any new legislation and University policies
- ▶ Ensuring that all processes and systems are responsive to the needs to students, Aston University Schools and any other partner organisations
- ▶ To maintain SITS records and to ensure all changes are recorded on related systems
- ▶ Attend recruitment events, UCAS fairs and HE events as appropriate
- ▶ To contribute to the production of management reports focusing on data analysis in connection to application and conversion statistics
- ▶ Working flexibly as part of a co-ordinated Admissions Team, providing cover to other admissions and recruitment functions and work collaboratively with other cross university departments
- ▶ To undertake enrolments for non-standard courses as appropriate to link School
- ▶ To create new courses on University systems as appropriate to link School
- ▶ To undertake other duties as appropriate to grade, including occasional evening and weekend work

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • A minimum of 5 GCSEs at grade C or above including English and maths or equivalent 	Application form
Experience	<ul style="list-style-type: none"> • Experience of working in higher education within student recruitment, admissions or marketing • Experience of supporting recruitment/conversion activities on a range of scales from applicant visit days to cross university events • Substantial administrative experience in either a similar role or of working in a busy environment • Experience of the higher education application to enrolment journey and all associated processes 	Application form, interview and presentation
Aptitude and skills	<ul style="list-style-type: none"> • Demonstrate a high level of enthusiasm and is supportive, motivating and willing to take on new initiatives • A can-do attitude with a flexible approach to working with others. • Well organised with the ability to analyse and problem solve proactively • Proven ability to communicate effectively with people enquiring from both the UK and overseas • Ability to use, maintain and develop administrative systems • Accuracy and attention to detail • Ability to work towards deadlines • High level IT proficiency 	Interview and presentation

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • Other relevant qualifications, i.e., IAG or business-related qualifications 	Application form
Experience	<ul style="list-style-type: none"> • Experience of working in a recruitment/admissions role at another higher education institute 	Application form, interview and presentation
Aptitude and skills	<ul style="list-style-type: none"> • Experience of IT systems 	Interview and presentation

How to apply

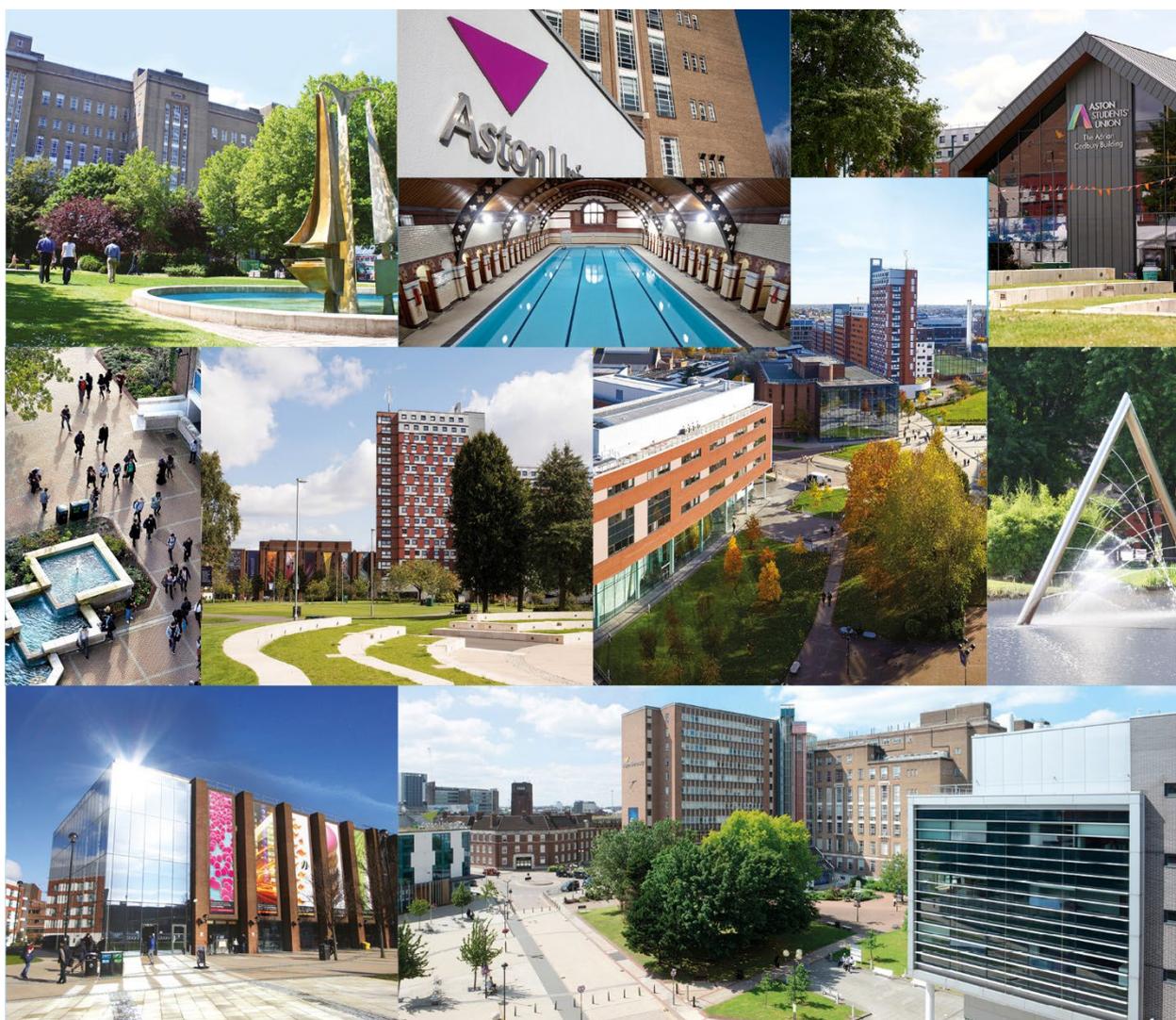
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm GMT on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Sandrine Fabris
Job Title: Schools Admissions Manager
Email: s.fabris@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

aston.ac.uk



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gets real.**