



# Harris Manchester College

## Further Particulars:

### Admissions Officer and Academic Office Deputy

**Salary: £29,176 - £34,804 pro-rata (equivalent to University Grade 6)**

**Hours: Full Time (35 hours per week)**

**Application deadline: 27<sup>th</sup> May 2021**

#### The College

Harris Manchester College is unique in Oxford as it takes only undergraduate and graduate students aged 21 and over. The College is located in central Oxford. The College's primary objective is to provide an academic and social environment in which mature students can flourish. Although the College was founded over 200 years ago, it became part of the University only in 1990 and offers a distinctive and friendly atmosphere. The College community consists of some 230 students reading for Oxford degrees, at undergraduate and graduate level.

#### Overview of the Post

The Admissions Officer and Academic Office Deputy will be based in the Academic Office. The post-holder will be responsible for managing both the undergraduate and graduate admissions exercise from fielding first enquiries, assisting with open days and outreach activities, through to processing applications and issuing offer letters. The post will also involve some academic administration relating to on course students and would be ideal for someone looking for a broad range of experience in academic administration. The appointed person must be available to work some Saturdays and evenings, particularly over the 6-week examination period (mid-May to end of June) and during the Admissions interviewing period currently in early December. Time off in lieu can be taken for any time worked out of normal office hours (9.00am-5.00pm).

The post-holder will work closely with the Academic Administrator (who is also the Tutor for Admissions) and the Senior Tutor, and also will work with subject tutors on matters such as admission and collections.

#### Key Responsibilities

- Administration of undergraduate admissions, including dealing with initial enquiries, organising admissions interviews, sending outcome letters and arranging for interview feedback. Organising the administration required for offer holders before coming up to Oxford
- Support of outreach and access activities including organisation of open days and access initiatives and promotion of outreach related events

- Administration of graduate admissions
- Administration of Visiting Students admissions
- Assisting the Academic Administrator and Tutor for Admissions and the Senior Tutor to ensure efficient administration of all aspects of the College's academic work. This may include assisting with the organising of termly collections, drafting letters, weeding of data to assist with ensuring compliance with GDPR regulations, website maintenance, deputising in the Academic Administrator's absence and other general administrative tasks.
- Representing the College as necessary in inter-collegiate administrative meetings
- Liaising with incoming students regarding administrative matters such as accommodation requirements, verification of qualifications, completion of financial guarantees, visa requirements, College Advisors and any requirements relating to disability
- Assisting with the arrangements for Freshers' Week activities and registering new students
- Administration relating to Matriculation including registering students on the day of the main October ceremony (which falls on a Saturday)
- Assistance with providing the Finance Office with data relating to student fees and completion of the annual HESA return
- Administration of the Teaching Management System (TMS) and the requisite right to work checks for out tutors
- Administration of graduation ceremonies and liaising with the development office and Principal's office with regard to this.
- Organisation of in-College exam arrangements and cover for all out of hours exams (this is likely to include some working hours which fall on a Saturday over the exam period (mid-May to end of June) and some hours which fall after 5pm during the week. The post-holder would be required to undertake invigilation training so as to be able to assist with exams scheduled at very short notice
- Assistance with student course work extension applications, applications for exam adjustments, and submissions of mitigating circumstances relating to exams
- Any other duties as needed
- The post holder will be directly responsible to the Academic Administrator and Tutor for Admissions

### **Person Specification**

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

The successful candidate should have:

### **Qualifications and experience**

- Education to Bachelor's degree level (required)
- Experience of administration (required)

- Previous experience of working in administration in student services and higher education, particularly within the collegiate university, especially on undergraduate admissions (highly desirable)

### **Skills and Aptitudes**

- Good interpersonal skills, including the ability to deal confidently with a wide variety of people, including Academic Staff, other College staff, students, University administrators, prospective students and benefactors
- Good organizational skills, including the ability to balance demands from different areas, to prioritise work and manage time
- Good problem-solving skills, with the ability to exercise judgement and take initiative
- Ability to work in an organized and methodical fashion, with attention to detail and accuracy
- Good command of the English language (oral and written), and the ability to draft documents
- Good IT skills including word-processing, manipulating spreadsheets, handling databases and preparedness to learn and train others in new applications as required
- Competence with online meetings and ability to work online as required
- Ability to work calmly under pressure to meet deadlines and to work unsupervised and take initiative
- Ability to work cooperatively within a team
- Flexible attitude towards duties and willingness to work flexibly to meet the fluctuating demands of the University and College calendar
- Ability to exercise discretion and understanding of the demands of confidentiality
- Judgement and diplomacy – ability to deal tactfully with student academic, welfare or discipline issues

### **Benefits and conditions**

1. Salary in the range of £29,176-£34,804 per annum
2. Working hours: 35 hours per week, excluding lunch hours. Free meals when on duty
3. Pension: You will have the option of joining a contributory staff pension scheme. Alternatively, you may make your own private pension arrangements, in which case the College will contribute the minimum amount which it is required to under the relevant pensions' legislation
4. Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter, the remainder to be taken at a mutually agreed time, but normally outside of term. You will be required to work the May bank holidays for which time may be taken off in lieu
5. During the exam period, which normally runs for 6 weeks from mid-May until the end of June, the post-holder will be required to work/be on duty on any Saturday on which a college student is sitting an exam and may be required to work occasional fixed hours which fall after 5pm for exam coverage. Time may be taken off in lieu in agreement with the Academic Administrator and Tutor for Admissions.

5. Termination of employment: by notification on either side of three months. The post is also subject to a probationary period of six months.

### **Appointment Procedures**

The closing date for applications is 27<sup>th</sup> May 2021. Please supply a CV which gives full details of your education, qualifications obtained, and past and present employment, and a covering letter which outlines your suitability for this post. Please also supply two references in advance. Applications should be sent to the Senior Tutor: [lesley.smith@hmc.ox.ac.uk](mailto:lesley.smith@hmc.ox.ac.uk) For enquiries about the post please contact the Tutor for Admissions and Academic Administrator, Victoria Lill, by email on [victoria.lill@hmc.ox.ac.uk](mailto:victoria.lill@hmc.ox.ac.uk).

### **Equal Opportunity**

The College is an equal opportunities employer and adheres to the University's Equal Opportunity Policy and Code of Practice, a copy of which is available on request.

### **Right to work in the UK**

The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK