



HUGHES HALL
UNIVERSITY OF CAMBRIDGE

Job Description

This is an exciting opportunity for a Admission Coordinator to join the Hughes Hall team.

Job Title	Admission Coordinator
Location	Hughes Hall, Cambridge CB1 2EW
Reporting to	Head of Education Services
Contract Type	Permanent
Probation Period	Six months
Salary Range	£29,619 – £34,308
Hours of Work	Full time (with occasional evening and weekend work for which time in lieu will be given).
Annual Leave	Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours. Annual leave should normally be taken outside Full Term.
Pension Eligibility	The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.
Mental Health Peer Support Programme	All staff members have access to the College's Mental Health Peer Support Programme, supporting Mind's Mentally Healthy Universities initiative
Additional Benefits	<ul style="list-style-type: none">• Medicash healthcare plan (https://www.medicash.org/)• Free lunches on working days• Free Life Assurance cover• Enhanced sick pay• Cycle purchase scheme• Annual season ticket loan• Free on-site car parking (subject to availability)

The University of Cambridge's oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of

study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our [Bridge](#) initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in various stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our [centres](#): the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our [website](#) contains further information about our history, people, work, and values.

Overall Job Purpose:

The Admissions Coordinator is a new role that will be responsible for coordinating and administering the admissions and student recruitment process within Hughes Hall. The role involves working closely with the Admissions Tutor, and two administrators, to provide advice and information on matters relating to admissions liaising with Directors of Studies and other Fellows as appropriate. The postholder will

ensure the timely processing and administration of all applications to the College, including organizing assessments and interviews. The postholder will also have a particular administrative responsibility for postgraduate applications, which represent the majority of courses accepted at Hughes Hall.

The postholder should have worked in a complex administration role and have excellent communications skills. They will need to have exceptional organizational skills, with the ability to meet deadlines, have a keen eye for detail and be well versed in IT packages such as Microsoft Outlook, Word and Excel. They will have excellent communication and interpersonal skills, and be able to coordinate others effectively in a pressurized environment. You will be confident, friendly, and approachable with a high level of motivation.

Key Responsibilities:

Admissions Process

- Provide advice and information on matters relating to undergraduate and postgraduate admissions, along with the Deputy Senior Tutor (Admissions) and admissions administrators, to prospective applicants, institutions, other universities and external bodies (including in relation to application processing queries).
- Oversee the receipt, processing and administering of applications, working with the admissions administrators, whom the postholder will line manage, on all applications to the College, including ensuring the generation and maintenance of an accurate and up-to-date record of their application status, including use of CamSIS and other databases as necessary.
- Liaise with the relevant Boards/Departments/Faculties, and with the Cambridge Admissions Office (CAO), as well as Directors of Studies and Fellows of the College, over admissions queries.
- With the Deputy Senior Tutor (Admissions) and administrators, organize and manage admissions interviews, pre-interview or on-the-day assessments, and schedule admissions interviews and assessments for undergraduate applicants.
- Oversee the Undergraduate Admissions Administrator in completing the following: preparation of applicants' files for the pools; input of offer conditions and final decisions into CamSIS, using this information to produce offer letters and confirmation letters.
- Inform applicants of the outcome of their applications, produce and send feedback, and deal with responses, referring complex or sensitive enquiries to the Deputy Senior Tutor (Admissions) or Senior Tutor.
- Particular responsibility for processing postgraduate applications, following confirmation of an offer from the relevant department, to include checking admissions criteria, making and confirming the college offer.

Legal Requirements:

- Liaise with the University International Student Office, offer holders, and Deputy Senior Tutor (Admissions) to ensure that visa processes are adhered to.

- Liaise with the University Student Registry, offer holders and Senior Tutor over relevant Disclosure and Barring Service (DBS) processes.
- Ensure that all appropriate identification checks are carried out in line with University requirements.
- Maintain an awareness of relevant data protection requirements, and maintain systems and processes which comply with data protection requirements.

Supporting and Liaising:

- Work with the Communications and Outreach Officer to arrange in-person visits for applicants and offer-holders.
- Liaise with Development office to arrange offer-holder and alumni events.
- With the Communications and Outreach Officer, organize College Open Days and outreach activities, and work to produce College 'Welcome Packs' for successful applicants and prepare their files with the Tutorial Administrator.
- Work with the Head of Education Services and Financial and Welfare Administrator, to process and to determine fee status for each applicant.
- Liaise with offer-holders, the Financial and Welfare Administrator over the financial guarantee process, scholarships and bursaries.
- Assist with the production of admissions materials, such as the prospectus, and in the maintenance of the admissions pages of the College website.
- Work with the Communication and Outreach Officer to maintain and update the relevant site for interviewers, coordinating the collation and uploading of information for applicants, and maintaining correct access permissions for individual files.
- Liaise with the relevant members of the Domestic Operations team to discuss accommodation needs for students coming into residence.
- With the Deputy Senior Tutor (Admissions) and admissions administrators prepare documents and reports to facilitate decision-making processes, as well as internal College reports and provide admissions statistics to support strategic decision-making.
- Liaise with the Head of wellbeing and welfare regarding any applicants or offer holders with disclosed disabilities and/or mental health conditions, to ensure appropriate adjustments are made to the recruitment process as well as their transition to university.

Other Duties:

- Maintain awareness of developments, and maintain up-to-date information relating to University admissions systems, processes and matters, so that enquiries can be answered or directed appropriately.
- Attend agreed training sessions as required.
- Other duties appropriate to the nature of the post as may be required.

Person specification

Essential	Desirable
<p data-bbox="186 336 503 367"><i>Education and Experience</i></p> <ul data-bbox="186 373 787 546" style="list-style-type: none">● Degree or equivalent professional experience.● Experience in University and/or collegiate admissions.● Experience line managing administrative teams. <p data-bbox="186 583 446 615"><i>Knowledge and Skills</i></p> <ul data-bbox="186 621 787 1008" style="list-style-type: none">● An understanding of current practice and policy within higher education admissions.● Understanding of equality and diversity issues in relation to admissions policies and planning● Analytical and planning skills, including the ability to generate, understand and interpret statistical information.● Ability to produce written reports to a high standard.● Skills in using video-conferencing and social media platforms. <p data-bbox="186 1045 430 1077"><i>Personal Attributes</i></p> <ul data-bbox="186 1083 787 1680" style="list-style-type: none">● Excellent time-management, ability to prioritize tasks and to motivate themselves and others to work to deadlines● Excellent interpersonal skills● Commitment to equality, diversity and inclusion● Commitment to the ethos of a mature 21+ college, its principles and reputation● Ability to manage difficult situations and communications with tact and sensitivity● Ability to work effectively with senior academic staff, administrative staff, alumni, current and prospective students from a wide range of backgrounds● Willingness to work flexibly and work additional hours when needed, particularly during the admissions period	<p data-bbox="812 336 1128 367"><i>Education and Experience</i></p> <ul data-bbox="812 373 1356 577" style="list-style-type: none">● Admissions-related experience within the University of Cambridge or one of the Colleges.● Experience organizing and planning complex activities over extended periods of time. <p data-bbox="812 615 1071 646"><i>Knowledge and Skills</i></p> <ul data-bbox="812 653 1331 861" style="list-style-type: none">● Knowledge of the routes to higher education undertaken by students who are 21+● Knowledge of the further education sector● Knowledge of UK student finance

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College's Staff Handbook, Health & Safety Policy, and all relevant procedures.

Screening Check Requirements

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your Share Code will be required to access this status online.

- List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK
- List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK

Application Process

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

You are also encouraged to complete the College's Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to hr@hughes.cam.ac.uk.

The closing date for applications is Sunday 8th January 2023 at Midday. Interviews will be held at Hughes Hall, Cambridge.

Data Protection

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).

For an informal discussion about the post, please contact Monica Kelly at education.manager@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.