



# Murray Edwards College

University of Cambridge

## Job Description

<b>Job title:</b>	<b>Admissions Tutors (x2)</b>
<b>Department:</b>	Tutorial
<b>Location:</b>	Murray Edwards College
<b>Purpose of role:</b>	<p>To manage the detailed assessment and selection of applicants for the subjects for which the College admits undergraduate students, working closely with the Senior Tutor, and with subject specialists in Arts, Humanities, and Social Sciences (1 post) and Science, Technology, Engineering and Maths (1 post) to meet the admissions objectives of the College.</p> <p>To support the assessment and selection of candidates for the Foundation Year Programme (currently in Arts, Humanities, and Social Sciences).</p> <p>To contribute to strategic planning processes regarding admissions and to represent the College at Admissions Forum.</p>
<b>Line manager:</b>	Senior Tutor
<b>Line manages:</b>	Admissions Administrator
<b>Salary:</b>	£15,000 (each post)
<b>Hours:</b>	Each post = 0.35 FTE; approximately 13 hours a week though more during peak periods and fewer during quieter periods
<b>DBS check required?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> IF YES, Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/>

## Overview of the role

The College invites applications for two posts:

- Undergraduate Admissions Tutor for Arts, Humanities, and Social Sciences (AHSS)
- Undergraduate Admissions Tutor for Science, Technology, Engineering and Maths (STEM)

We are seeking two Undergraduate Admissions Tutors who, in consultation with the Senior Tutor and Directors of Studies, will manage the detailed assessment and selection of applicants for the subjects in which the College admits undergraduates. The College admits undergraduate students for all subjects except Education and Philosophy, though the College will continue to review subject representation in the coming year.

The successful candidates will share the College's commitment to widening participation for students from backgrounds underrepresented in higher education. The College admits around 105 undergraduates each year, selecting them from a diverse pool of applicants.

As part of its commitment to widening access and participation, the College has also admitted 5 students for the pilot of the Cambridge Foundation Year Programme, and will continue to participate in the Programme for the foreseeable future. The Undergraduate Admissions Tutors may also serve as representatives to intercollegiate Foundation Year consultative committees as appropriate.

The successful candidates will be elected to an Official Fellowship at Murray Edwards College and, as members of the Governing Body, they will be expected to take an active role in the intellectual life and governance of the College.

Applicants are expected to have substantial relevant experience of University and/or collegiate admissions, and a secure understanding of current practice and policy within higher education admissions. They will be able to work clearly and collaboratively with other Fellows in the College and with Directors of Studies on all admissions issues, providing informed guidance and oversight. They will also be able to work well with other colleagues across the University, ensuring that they not only remain up to date on all relevant matters but also participate fully in the intercollegiate Admissions Forum, and other committees and working groups. They will have an excellent understanding of the secondary education system, and be able to demonstrate an ability to communicate well with teachers, students and parents as required. The College intends to appoint a Head of Access and Student Recruitment with whom the Admissions Tutors will also liaise and collaborate.

The successful applicants will be able to present information clearly and in an appropriate manner, whether writing reports for College Council or speaking to large groups of prospective applicants. Attention to detail and to procedures is critical in these roles: the admissions process is complex and the ability to manage it effectively and sensitively is essential. The ability to collect and analyse data appropriately is also a key requirement of the posts.

Additional responsibilities include:

- providing line management support to the Admissions Administrator
- support collaboration between the Admissions and Tutorial teams to ensure the efficient delivery of student services
- collecting and assisting in the analysis of admissions data to inform strategic decisions and evaluate the effectiveness of admissions and outreach/recruitment activity
- working with the Senior Tutor and other key College staff to develop admissions and outreach policies to ensure that the quality, quantity and diversity of undergraduate applicants are sustained and in line with the College's strategic goals and commitment to widening participation
- serving on the College's Academic and Welfare Policy Committee and Admissions Committee and representing the college on intercollegiate committee concerned with undergraduate admissions (e.g. the Admissions Forum).

The requirements of the applications/admissions process mean that flexibility in working hours is essential. The busy points in the annual admissions cycle are October through mid-January; July and August and work may be required during evenings and weekends at those points. Holidays would have to be scheduled around the admissions cycle.

The College will consider applications from those who would wish to combine this post with compatible part-time teaching or research commitments elsewhere.

It is hoped that the post holders will be able to take up the roles from 15 July or as soon as possible thereafter in order to enable a full induction period before September.

The outgoing Admissions Tutor (Dr Susan Haines) and the Senior Tutor are very happy to receive informal inquiries from prospective applicants.

### Person Specification

	Essential	Desirable
Qualifications and experience:	<p>Educated to degree level or equivalent</p> <p>Experience of working with confidential and sensitive information</p> <p>Substantial relevant experience of University and/or collegiate admissions, and a secure understanding of current practice and policy within higher education admissions</p> <p>Understanding of the UK secondary education system</p>	<p>Experience of working with students in Higher Education settings and/or secondary settings</p> <p>Experience of directing studies at Cambridge</p> <p>Familiarity with range of Triposes in AHSS or STEM</p> <p>Wider knowledge of secondary education systems (international)</p>
Skills and knowledge:	<p>Excellent interpersonal and communication (oral and written) skills</p> <p>Ability to work well as part of a team and also to delegate and initiative when necessary</p> <p>Ability to manage sensitive and confidential issues and to remain discreet, calm and professional whilst working under pressure</p> <p>Detailed knowledge of confidentiality and data protection</p> <p>Organisational and administrative skills to coordinate highly complex admissions processes</p> <p>Ability to analyse data appropriately</p> <p>Excellent record keeping skills</p>	<p>Experience of supervising teams or line management experience</p> <p>Experience of communicating with external stakeholders</p>
IT skills:	Experience using Microsoft Word, Excel and database management	Familiarity with CamSiS
Personal attributes:	<p>Demonstrates flexibility and a collaborative approach</p> <p>Accuracy and attention to detail</p> <p>Committed to high professional standards</p> <p>Willingness to embrace change</p>	