

Further Particulars

Murray Edwards College invites applications for the position of Admissions Tutor. It is hoped that the successful applicant will be able to take up the post on 1 September 2019.

Murray Edwards College was founded as New Hall in 1954 to bring more women of outstanding potential to Cambridge. The name was changed in 2008 following an exceptionally generous donation of £30 million to the College's endowment from Ros Smith and Steve Edwards. The endowment was provided to enable the College to continue to support women's development.

The College is committed to academic excellence across the disciplines for women from all backgrounds. As well as providing a world class education as part of Cambridge University, the College seeks to encourage women's aspirations and development, for example through the Gateway Programme. The student body includes around 360 undergraduates, 160 graduate students with 60 Fellows. The College now has some 6,300 alumnae. The Fellowship, the majority of whom are teaching Fellows, consists of both women and men in a wide range of disciplines.

Along with the Senior Tutor, the Admissions Tutor is responsible for all aspects of the College's admissions procedures and recruitment, widening participation and outreach activities, as detailed in the job description. This is a crucial position within the College, and the successful applicant will be expected to be able to maintain and develop innovative and effective procedures whilst also leading on the College's strategies on recruitment and widening participation. The University's outreach and widening participation strategies are currently under review, and the Admissions Tutor will be expected to adapt and lead the College's strategies in light of the results of these reviews. The Admissions Tutor works closely with the Head of Communications to ensure delivery of a strategic programme of recruitment communications.

Currently the College runs a number of events in the College aimed at prospective applicants, including Aspirations and Applications days, various residential visits, Pathways (a 24 hour residential event) and a women in STEM conference. It also participates in centrally-organised events within the wider University and collaborates with the Cambridge Admissions Office and other colleges as appropriate, including the HE+ scheme. Murray Edwards College is the link Cambridge College for schools and colleges for Greater Manchester, Derbyshire and Haringey and organises school visits and talks within those areas-

In addition to an Admissions Administrator, the College also has a Senior Recruitment and Outreach Officer and a Schools Liaison Officer. The Admissions Office works closely with the College JCR (undergraduate student union) Access Officer. The successful applicant will also be expected to establish collaboration between the Admissions and Tutorial teams to ensure the efficient delivery of student services.

In addition to being a member of Governing Body, the Admissions Tutor is also a member of the Academic Policy Committee, and convenes the Admissions Committee.

The successful applicant is expected to have substantial relevant experience of University and/or collegiate admissions, and an excellent understanding of current practice and policy within higher education admissions. They will be able to demonstrate an ability to engage well with a range of individuals and interest groups. In particular, they will be able to work clearly and collaboratively with other Fellows in the College on all admissions issues, providing a strong lead. 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. The successful applicant will be able to present information clearly and in an appropriate manner, whether writing reports for College Council or speaking to large groups of school/college students. Attention to detail and to procedure is critical in this role: the admissions process is complex and the ability to manage it effectively and sensitively is essential. The ability to analyse data appropriately is also required.

The requirements of the applications/admissions process and outreach work mean that flexibility in working hours is essential. At some times of the year, work is required during evenings and weekends. The successful applicant will also be required to do some travelling to participate in recruitment and outreach events within the UK and possibly overseas. Holidays (25 days per year plus 8 public holidays) should be taken in agreement with the Senior Tutor and avoiding particularly important dates within the admissions round.

It is expected that the appointment will be made between point 51 and point 53 of the University's salary scale (£43,267 to £45,892) depending on experience.

The person appointed will be elected to an Official Fellowship at Murray Edwards College, and will enjoy a range of benefits including full dining rights and access to other facilities including College gym and parking. Accommodation at subsidised rates may be available.

While the post has been designed to be full-time, Murray Edwards College also welcomes applications from academics who may have other responsibilities and would be interested in combining these with the role. However, as this is a significant position for the College, we would expect at least 75% of the successful applicant's time to be devoted to it. Within the full-time role as it stands there may be the opportunity for some teaching and research (depending on the applicant).

Main Duties and Responsibilities

The Admissions Tutor reports to the Senior Tutor

Selection/Admission (40%)

1. Create and implement a Recruitment and Admissions Strategy to meet the stated College objectives, with the oversight and collaboration of the Senior Tutor, the President, members of the Academic Policy Committee and the Head of Communications.
2. Ensure delivery of key actions and objectives in the admissions strategy, supervising team members to ensure activity is appropriately planned and executed.
3. Actively manage all selection and admissions procedures and decisions, ensuring appropriate policies are implemented
4. Collaborate and negotiate on admissions decisions with Directors of Studies (within College), Admissions Tutors (across colleges) and the central University administration.
5. Ensure prompt and through handing of admissions complaints and potentially damaging administrative problems.
6. Represent the College on all admissions related matters within wider University and beyond.

Undergraduate Recruitment, Widening Participation and Outreach (40%)

7. Shape, plan and deliver marketing and recruitment activity, as outlined in the Recruitment and Admission Strategy, related to undergraduates. This includes all marketing and publicity activity, including but not limited to the College prospectus, website, social media channels, and identifying new opportunities for recruitment activity.
8. Maintain a deep understanding of University and national policies and initiatives in order to incorporate appropriate activity into College plans and meet set targets.
9. Actively manage recruitment initiatives, events and publications to ensure that activity meets set targets and monitor impact.
10. Proactively manage non-standard enquiries and /or concerns from teachers and prospective students.
11. Attend all recruitment events hosted by the College, and those hosted by the University/in key regions as required.

Management Responsibilities (20%)

12. Line management, supervision and support of the following team, in order to ensure prompt and accurate delivery of key objectives:
 - Senior Recruitment and Outreach Officer
 - Schools Liaison Officer
 - Admissions Administrator
13. Manage the admissions and recruitment budget
14. In conjunction with the Tutorial Office Manager and Senior Tutor, establish good collaboration and, where appropriate, shared working between the Admissions and Tutorial teams to ensure efficient delivery of student services.

Person Specification

	Essential	Desirable
Qualifications required for the post:	First degree - First or 2:1	Higher level degree/PhD or other equivalent professional qualification
Level of skills, knowledge, experience required:	<p>Ability to develop and deliver a recruitment strategy, using appropriate evidence and creativity</p> <p>Substantial relevant experience of University and/or collegiate admissions, and an excellent understanding of current practice and policy within higher education admissions.</p> <p>Must be able to present information clearly and in an appropriate manner, whether writing reports for College Council or speaking to large groups of school/college students.</p> <p>Attention to detail and procedure, and an ability to analyse data appropriately</p> <p>Ability to manage a complex administrative process effectively, sensitively and calmly.</p> <p>Strong management skills to oversee 3 staff in the Admissions team, and enable an effective interface with the Tutorial team.</p>	
IT skills required:	Excellent IT skills	Experience of CamSIS and Moodle
Personal attributes	Must demonstrate an ability to engage well with a range of individuals and interest groups. Working clearly and collaboratively with other Fellows in the College and with other committees and colleagues throughout University.	



	Understanding of the secondary education system. Ability to work with teachers and their networks as well as national subject bodies, as appropriate.	
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How to Apply

Applications, including a covering letter detailing interest and plans for the post and a *curriculum vitae* should reach the College Administrator (Ms Sarah Greaves - skg22@cam.ac.uk) by **noon on Friday 31 May 2019**; candidates should also arrange for three confidential references to reach the College Administrator by the same date. Informal enquiries can be made to the Senior Tutor (Dr Kate Peters – mkp30@cam.ac.uk).

Interviews will be held on Tuesday 11 June 2019