Job Description

**Job title:** Access and Admissions Coordinator

**Department:** Tutorial

**Location:** Office based at Murray Edwards College, Cambridge – hybrid working available. Some travel around the UK may be required.

**Purpose of role:** To coordinate and deliver Access and Student Recruitment activities at Murray Edwards College, as well as essential administrative functions as part of Admissions team and Access and Student Recruitment team processes. The role-holder will be flexible and versatile, adapting to seasonal projects across the two work streams, as well as managing routine tasks on a rolling basis.

**Line manager:** Head of Access and Student Recruitment

**Line manages:** N/A

**Salary Band:** Band 6

**Hours:** 37.5 per week

**DBS check required?** Yes / ☒ No [ ] If yes: Basic / [ ] Standard / [ ] Enhanced ☒

**Overview of the role**

Murray Edwards College is a modern, friendly and secular college committed to the highest standards of education for women of all backgrounds. We aim to enable students to realise their full potential at Cambridge and in their future lives and careers.

The Admissions team is responsible for admitting new students into the College (and University) and serves as the point of contact for applicants throughout the admissions process, from enquiry through to admission. As well as working with applicants, the Admissions team also work closely with Directors of Studies and stakeholders across the College to deliver and evaluate a fair, open, and positive admissions cycle.

The Access and Student Recruitment team works alongside the Admissions team and stakeholders across the College, and is dedicated to delivering programmes that engage schools and young people, encouraging progression to higher education. Specifically, there are three aspects of work:

- **Widening Participation** – activity designed to raise aspirations to study at any university or college providing higher education opportunities.
- **Access** – work to attract applicants to the University of Cambridge from backgrounds within the United Kingdom traditionally underrepresented at Cambridge.
- **Student Recruitment** – activity designed to attract applicants directly to Murray Edwards College, raising awareness of the College and promoting it to broader and more audiences.

The role holder will deliver work across the two teams. Management and reporting of these separate workflows will be overseen by the Head of Access and Student Recruitment, and the Directors of Admissions,
respectively. Over an annual cycle the role holder will split their time between Admissions and Access and Student Recruitment work approximately 40:60, respectively.

The role holder’s primary workflow focus will shift at different points of the year, in order to support peak Admissions team periods such as the undergraduate admissions round that takes place between October-January, each year – and peak Access and Student Recruitment team periods such as preparation work for outreach summer schools that are delivered in July and August, each year.

Main duties and responsibilities:

Admissions

- Working closely with the Admissions Officer, contribute to the work of the Admissions Office during the admissions round, contributing in particular at busy points in the cycle and becoming fully familiar with the range of administrative tasks involved.
- Help to coordinate the admissions interview and test procedures and ensure the admissions information is assembled and distributed to interviewers in good time, responding to any queries prior to interviews commencing.
- Manage certain aspects of the candidate interview process, drawing up schedules and liaising with Directors of Studies and candidates.
- Provide proactive support to the Directors of Admissions, Directors of Studies and Interviewers during the interview process and organise undergraduate student support, and help to co-ordinate payments where necessary.
- Carry out detailed checking tasks during the applications process (e.g. applicant compliance with deadlines, ECF and disability notifications, interview times and dates, compulsory pooling criteria, assessment scores, and ensuring consistency between spreadsheet data).
- Collating interview reports and decision lists from each subject in preparation for the annual Admissions Decisions Meetings.
- Co-ordinate individual digital files for each applicant and collate information, when required, for submission for winter or summer pools.
- Respond promptly and sensitively to routine admissions’ enquiries, and obtain advice from the Admissions Tutors on non-routine enquiries.
- Produce information for the Winter and Summer Pools.

Access and Student Recruitment

- Deliver College-based and virtual events; working with colleagues in the Access and Student Recruitment team and across the College to develop, plan, deliver and report on activity in, or from, the College, such as Cambridge Open Days, student and teacher conferences, residential summer schools, online subject taster sessions, etc. to audiences of young people and adults.
- Visit schools and colleges in the local region to deliver activities to audiences of young people and adults.
- Coordinate and oversee Murray Edwards College’s Student Ambassador Scheme; recruiting and promoting a diverse and representative membership from the undergraduate and postgraduate bodies. Quality assure and deliver training materials, liaising closely with Access and Student Recruitment colleagues on administrative processes and requirements for ambassador-supported events, monitoring and administering the scheme. Work closely with other teams across the College to enable student ambassadors to support non-Access and Student Recruitment activity.
- Where appropriate, organise and oversee teams of Student Ambassadors in support of activities with audiences of young people and adults. Supervise groups of young people during activities as required, in line with College Safeguarding policy.
• Event and activity administration - supporting colleagues in the Access and Student Recruitment team with creation, storage, distribution, processing and safe disposal of materials required for school-engagement across all programmes, including internal liaison with other College departments on matters such as catering and room bookings, as well as external stakeholders.
• Shared email inbox and phone enquiry management - supporting the team with routine internal and external communications monitoring – processing, responding or highlighting matters for attention, as appropriate. Act as the first point of contact for internal College staff teams and external enquiries with Access and Student Recruitment from schools, colleges, individuals, etc.
• Data processing and management – record keeping and day-to-day management of systems and processes required for the smooth administration of Murray Edwards College’s Access and Student Recruitment programmes, projects and events; act as the College’s lead for the Higher Education Access Tracker (HEAT) service, ensuring data integrity and liaising with the service coordinator for the University of Cambridge at Cambridge Admissions Office. Work with Access and Student Recruitment colleagues to produce high quality reports on activity delivered.
• Represent the College at the Collegiate University’s School Liaison Officers’ Group.
• Working with colleagues in the Access and Student Recruitment team, support the development and delivery of new programmes of activity for the College, in line with its strategic objectives.
• Any other duties that are within the scope, spirit and purpose of the role, and as requested by the line manager.

### Person Specification

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<tr>
<th>Qualifications:</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Skills, knowledge and experience:</td>
<td>• Educated to degree level.</td>
<td>• Knowledge of widening participation/access/student recruitment work</td>
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<td>• Experience working with students in an educational setting.</td>
<td>• Experience working in a Higher Education setting.</td>
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<td>• Experience in event planning and delivery.</td>
<td>• Experience working in a school setting.</td>
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<td>• Experience coordinating processes involving sensitive or confidential information.</td>
<td>• Experience delivering training sessions.</td>
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<td>• Experience working with data and producing reports and analysis for a range of stakeholders.</td>
<td>• Knowledge or experience of the University of Cambridge and Collegiate system.</td>
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<td>• Excellent organisational skills - works through tasks in an organised and responsive way and prioritises own workload appropriately to meet deadlines, ensuring any issues are raised on a timely basis.</td>
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<td>• Track record of improving processes through experience.</td>
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<td>• Excellent communication and interpersonal skills - communicates accurately, clearly and concisely, in writing and orally, using appropriate structure, media, language, tone and grammar.</td>
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<td>IT skills</td>
<td>Language skills</td>
<td>Personal attributes</td>
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| • A high level of computer literacy and IT skills regarding common Microsoft platforms and applications, including 365 and SharePoint.  
• Experience using common platforms for virtual event delivery, such as Microsoft Teams and Zoom.  
• Familiarity with software such as Qualtrics and with online databases, and with online conference software such as Zoom, Teams, etc.  
• Knowledge of the Higher Education Access Tracker (HEAT) service | N/A             | • Ability to work to a high level of accuracy and with independence within the framework of the agreed policies of the College and University.  
• Confidential, diplomatic and approachable with a high standard of service.  
• Self-motivated, adaptable, enthusiastic and positive approach.  
• Ability to work independently and as part of a team.  
• Reliable and flexible with the capacity to deliver to tight deadlines.  
• Able and willing to work occasional evening, weekend and overnight events at the College, and across the local region. |

A satisfactory DBS check will be required, due to the nature of the role.