## Further Particulars
### Admissions Officer

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Admissions Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Academic Office</td>
</tr>
<tr>
<td><strong>Contract Type:</strong></td>
<td>Permanent, full-time</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>£29,000-£32,000 per annum depending on skill and experience</td>
</tr>
<tr>
<td><strong>Responsible to:</strong></td>
<td>Senior Tutor</td>
</tr>
<tr>
<td><strong>Liaises with:</strong></td>
<td>Academic Registrar, Graduate Officer, Schools Liaison and Access Officer</td>
</tr>
<tr>
<td><strong>Supported by:</strong></td>
<td>Academic Officers</td>
</tr>
</tbody>
</table>

### Merton College

Merton is one of the oldest and most beautiful colleges in Oxford, tucked away behind the High Street, with stunning views across Christ Church Meadows but within easy reach of other University buildings and the city centre. We are a vibrant, diverse, inclusive community with an exceptional record of academic success. The College is committed to attracting academically talented applicants from a very wide range of backgrounds and to increasing the proportions of students from groups who are currently under-represented in Oxford.

The College community currently comprises around 610 students (310 undergraduate and 300 graduate), approximately some 70 Fellows, 40 other academic staff, and over 100 members of support staff. We admit around 95 undergraduates each year and a comparable number of graduate students across a range of subjects in the Humanities, Social Sciences, and Sciences.

More information about the College is available on our website: [www.merton.ox.ac.uk](http://www.merton.ox.ac.uk).

### Academic Office

The Academic Office handles all student-related academic administration, from pre-admissions outreach and recruitment to graduation. The members of the Academic Office work under the overall direction of the Senior Tutor, a full-time College Officer whose role includes that of Tutor for Admissions.

The Senior Tutor works closely with the Academic Registrar, who oversees all on-course student matters and is line manager to other members of the team: the Graduate Officer (who deals with all graduate admissions and on-course graduate matters), the Student Support Administrator (who deals with hardship and other...
financial grant applications) and two Academic Officers (who act as points of contact for initial enquiries, are responsible for discrete on-course administrative tasks, and provide administrative support to the other members of the team). The Admissions Officer (who manages the undergraduate admissions process and degree days) and the Schools Liaison and Access Officer (who manages the College’s outreach and access initiatives for schools, colleges, and prospective applicants) report to the Senior Tutor.

**Admissions Officer**

The Admissions Officer has responsibility for the planning, co-ordination, and delivery of all aspects of the Undergraduate Admissions process, including the organisation of interviews. The post-holder ensures that this process is executed efficiently and to the highest possible standards for applicants and College academic staff alike. The Admissions Officer is also responsible for all administration relating to offer-holders ahead of their arrival in Oxford as new students. They also administer the College’s Open Days and Degree Days (graduation ceremonies and receptions).

Throughout the year, the post-holder supports the Schools Liaison and Access Officer, as necessary, to help deliver the College’s outreach programme of visits and events. They also contribute to the College’s publications, communications, and social media strategies. The Admissions Officer and Schools Liaison and Access Officer both work closely with the Senior Tutor to develop, implement and assess the College’s undergraduate access and admissions strategy, and to enhance the diversity of applicants to the College.

**Main Duties of the Role**

**Undergraduate Admissions Process**

The Undergraduate Admissions process is one of the most intense periods in the student administration calendar. It begins in September and continues on a largely full-time basis into February. The annual cycle is completed with the confirmation of places for offer-holders in mid-August. The Admissions Officer also supports the organisation of the Organ and Choral Awards selection process which takes place annually in September.

Under the direction of the Senior Tutor, the post-holder will be responsible for all aspects of the College’s Undergraduate Admissions process, including:

- ensuring compliance with the University’s Admissions procedures and policies, including through attendance at relevant training, briefings, workshops, and meetings, and keeping up-to-date with the specific Admissions processes followed by individual subjects;

- liaising with tutors, including co-ordinating and timetabling interview schedules, organising admissions training for tutors and ensuring that right to work checks are conducted for interviewers;

- maintaining databases and processing applications (requiring use of bespoke databases including ADSS and local systems);
• when in-person interviews are held in Oxford, liaising with the domestic departments in College in the lead-up to, and during, the interview periods, including provision of information regarding accommodation and dietary requirements for interview candidates, and making meeting room bookings;

• liaising with candidates, including in relation to remote interview arrangements;

• preparing acknowledgement, shortlisting, and final decision letters, drafting and distributing general feedback letters to schools, tracking conditional offer fulfilment and verifying qualifications where necessary (including English Language requirements and international qualifications), drafting and issuing undergraduate financial declarations and student contracts, and creating Confirmation of Acceptance for Studies (CAS) requests for international students requiring a Tier 4 visa to study;

• liaising with other departments, College Officers, and constituencies as required, such as undergraduate student helpers, the College Disability Co-ordinator, and Admissions Officers at other colleges; and

• record-keeping and data management relating to the Admissions exercise, e.g. producing statistical information on admissions in formats required by the Senior Tutor and college committees; retaining records on Admissions in compliance with legislative requirements and best practice; assisting the Senior Tutor in completing the annual self-certification of good practice.

• Overseeing the admissions process for visiting students (undergraduate and graduate) and supporting exchange schemes such as Erasmus.

Publications, communications and social media

The post-holder will be responsible for ensuring that the College presents itself accurately and clearly in the following:

• dealing responsively, courteously and helpfully with admissions queries from prospective applicants and their parents/careers and teachers, whether in person, on the telephone, in writing, or by e-mail;

• updating and developing the College’s website content for prospective applicants, and ensuring the College entries in the University Undergraduate Prospectus and other publications are up-to-date; and

• exploring, evaluating and, using (as appropriate) electronic communication.

Open Days and student helpers

The post-holder will be responsible for organising College Open Days (two consecutive days in the summer and one day in September), and will also be required to participate in other Admissions-related talks and events, as required. They will also be responsible for overseeing arrangements for student helpers during the interview period, including producing contracts and ensuring that right-to-work checks are undertaken.
**Schools Liaison and Access**

Throughout the year the post-holder will work closely with the College’s Schools Liaison and Access Officer to:

- Help deliver the College’s Access and Outreach work, organised by the Schools Liaison and Access Officer, as necessary.

**Undergraduate Admissions Strategy**

The Admissions Officer will work closely with the Senior Tutor to help develop and execute the undergraduate admissions strategy by:

- attending relevant admissions-related committees and working groups, representing the College's interests and deputising for the Senior Tutor, if required;
- preparing reports and compiling statistics on admissions and, in conjunction with the Schools Liaison and Access Officer, on access and outreach matters for major College committees;
- implementing the practical aspects of University admissions-related initiatives, liaising with the domestic team and with tutors;

**Degree Days**

The post-holder will be responsible for administering the arrangements for the College’s Degree Days, the largest of which normally fall in the summer of each year. This will involve overseeing the booking of places, dealing with enquiries from students due to graduate, liaising with the University Degree Conferrals Office and relevant College offices to ensure the smooth running of the events, and recruiting student helpers for, or providing support at, these events.

**Other Academic Office Duties**

The post-holder will be required to undertake other duties at the direction of the Senior Tutor or Academic Registrar, who will matrix-manage this role. Although the focus of the role is concentrated on admissions administration, members of the Academic Office team work closely together and on occasion may be asked to carry out other duties, and to provide cover in the event of absence. The post-holder is expected to uphold the collaborative ethos of the team as well as developing effective working relationships across the College.

**Person Specification**

**Essential Criteria**

The post-holder is required to:

- have proven administrative skills obtained through a prior role demonstrating the ability to be a well-organised, clear-thinking, proactive and effective administrator.
have the ability to multi-task, solve problems, and work calmly and logically in order to meet multiple and sometimes conflicting deadlines;

be able to work independently, practically, and resourcefully as a member of a small team – this includes being willing to take ownership of their duties, and possessing the judgement to know how and when to take initiative, and when to refer to others;

be quick to learn new systems and processes, and to have the capacity to assimilate, understand, and retain complex information at speed, while maintaining accuracy;

have excellent written and oral communication skills, with the ability to deal confidently, sensitively and appropriately with a wide variety of people, including Fellows, College staff, admissions candidates, teachers and parents, and external agencies;

be able to develop a good understanding of the professional field, and to have the capacity to apply knowledge of relevant policies, procedures, and developments to the specific aspects of the role;

be tactful and discrete in dealing with confidential or sensitive matters;

be in possession of strong numerical and analytical skills, with an ability to analyse and present relevant data to a range of stakeholders;

be IT-literate, with strong IT skills appropriate to a Windows-based office, and the preparedness to learn new applications as required;

have an awareness of the importance of compliance and legislative requirements affecting the duties of the role;

be flexible in their approach to work, with a co-operative attitude and willingness to work irregular hours as the role requires (including evenings and weekends on occasion), and an appreciation of the fact that roles in a busy office are not always clearly demarcated, and team members will be required to help one another.

**Desirable Criteria**

The post-holder will ideally possess:

- experience of working in Higher Education or educational outreach work;

- sympathy with the aims, objectives and academic values of an education body.

**Salary and Benefits**

The salary offered for full-time appointment will be the range £29,000 to £32,000 per annum depending on skills and experience.
Weekly hours of work are 35 hours, normally between 9am and 5pm, Monday to Friday with an unpaid lunch break. However, the post holder will need to have a flexible approach to working hours in order to support some activities that are outside these times. There will be particular periods of the year when longer working hours are likely to be necessary, for example leading up to the interview period. When overtime has been approved in advance, time off in lieu may be taken.

The College also offers an excellent benefits package including membership of the University of Oxford Staff Pension Scheme (OSPS) pension scheme, 30 days holiday in addition to the normal English bank and public holidays, private medical cover and free car parking. Meals in College are provided free of charge when on duty.

Application Process

Those wishing to apply for this post should complete the online application at http://www.merton.ox.ac.uk/about-merton/vacancies and upload the following documents (in a single pdf document) by 9.00am on Tuesday 8 November 2022:

- a covering letter outlining their motivation for applying and detailing how their skills, experience and qualifications equip them for this role with reference to the selection criteria;
- a CV no longer than three typed sides of A4, which should include the names and contact details of two referees.

Candidates are encouraged to complete Equal Opportunities Recruitment Monitoring form. The information collected on the Equal Opportunities Recruitment Monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s equality policy which is published at http://www.merton.ox.ac.uk/college-policies

References will only be taken up for the successful candidate.

The appointment will be subject to a satisfactory report from the Disclosure and Barring Service (DBS).

The position may be discussed further with the Senior Tutor by e-mailing Jane Gover on jane.gover@merton.ox.ac.uk

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of their sex, gender re-assignment, sexual orientation, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, or religion and beliefs.

The College is committed to promoting diversity and would therefore particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates as well as other under-represented groups.

**Merton College is an equal opportunities employer**