

Random University

Job Title: Senior Admissions Administrator
Department: Admissions
Section: Student Admissions
Level: Level 05 CTS

Job Purpose:	As a member of the Admissions Team the Senior Admissions Administrator is involved in the processing of applications to qualifications offered by the Random University. They will have specific responsibility for processing applications to a range of undergraduate and postgraduate degrees and diplomas. They will also be responsible for processing undergraduate accreditations of prior learning requests. In addition, they will be required to correspond and assist prospective students with their enquiries through a variety of means, including SID, Livechat and telephone.
Responsibilities	
<ol style="list-style-type: none">1. Assessing the eligibility of applicants for admission to a range of undergraduate/postgraduate degrees/diplomas based on the specific entrance requirements of the qualifications.2. Ensuring that all applicants who are given an offer of registration to the undergraduate/postgraduate programmes satisfy the University's entrance requirements.3. Ensuring that any advice given to the applicant is complete, relevant to their needs and in accordance with programme regulations.4. Preparing papers relating to more complex applications for referral to the Head of the Student Admissions Department or the relevant Programme Director for consideration.5. Preparing letters to applicants to advise of the outcome of applications.6. Requesting and verifying the statutory, academic and other documentation submitted in support of applications, such as the applicant's CV, references and grade transcripts.7. Processing discretionary accreditation of prior learning (APL) requests.8. Following up on outstanding documentation for prospective and registered students.9. Dealing with a wide range of complex correspondence through a variety of means, such as Blackboard, Livechat and telephone.10. Attending the APPR meetings as and when required and ensuring relevant statistics are provided at the meetings.11. Actively following and promoting the Random University's policies, including the University's Dignity at Work and Equal Opportunities Policy.12. Maintaining an awareness and observation of fire and health and safety regulations.	
Reports to:	Head of Admissions
Responsible for:	N/A

Person Specification

EXPERIENCE & PERSONAL QUALITIES

Essential:

- Previous experience within an education environment.
- Self-motivated with a demonstrable sense of responsibility and personal commitment to the maintenance of the required high standards of service.
- Ability to maintain a friendly, supportive, and sympathetic manner in dealing with applicants from a wide variety of backgrounds.
- Ability to assimilate and understand complex information quickly and effectively in order to maintain the high standards of service required.
- Ability to organise and prioritise workload within previously agreed deadlines, office standards and set procedures.
- Works effectively both independently and as part of a team, with a flexible approach to the work environment.

Desirable:

- Previous experience of dealing with admissions, particularly postgraduate admissions.

TECHNICAL KNOWLEDGE & SKILLS

Essential:

- Accurate keyboard / data entry skills at reasonable speeds.
- Good communication and interpersonal skills.
- Sound basic to intermediate IT skills including the use of common office software.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Essential:

- The postholder must be of graduate caliber and demonstrably able to meet the literacy standard required for the post.

Additional demands of the role:

The postholder receives little direct supervision but is required to work within the criteria of the Regulations which govern each of the degrees / diplomas offered by the Random University and meet the agreed deadlines, office standards and set procedures.

The Senior Admissions Administrator is exceptionally busy between August and December each year. Therefore, it is not possible for the postholder to take long periods of leave in that period.

You may be required (after consultation) to undertake similar and/or related duties in other RU offices elsewhere in London, on an on-going i.e. long term, interim or strictly temporary basis, in accordance with the prevailing operational requirements as determined by the relevant Director of Student Services or their acknowledged nominee.