

## Job Profile

<b>Job title</b>	Admissions Officer		
<b>Division/dept.</b>	Pathways Division		
<b>Working hours</b>	40 hours per week	<b>Start date</b>	08 <sup>th</sup> January 2018
<b>Contract</b>	Permanent		
<b>Annual leave</b>	33 days including public holidays		
<b>Reports to</b>	Admission Operations Manager	<b>Location</b>	Greenwich
<b>Salary</b>	£23,000 p.a.		
<b>Job purpose</b>			
<p>The Pathways Admission team is responsible for the admissions of all pathways programmes delivered at our partner Universities.</p> <p>The post holder will be a member of the admissions team with responsibility for the admissions of students to universities that have entered into partnership with OIEG ensuring speedy and accurate offer processing and high standards of data quality at all times. You will be expected to be flexible and work across the Pathways Admissions Department during peak time, supporting the application process as deemed appropriate by the Admissions Operation Manager.</p> <p>The role requires strong administrative and excellent interpersonal skills.</p>			

### Main duties and responsibilities

1. Recording and processing all applications from international and EU students for pathway programmes, working to agreed service levels.
2. Assisting in ensuring compliance with University admissions entry policies and procedures and UKVI regulations.
3. Work to the professional standards, boundaries, guidelines and general responsibilities articulated in the UKCISA/AISA Code of Ethics for those advising international students, as well as under the OISC guidelines and any OIEG or University policies and procedures.
4. Handle telephone and email enquiries from prospective students, their parents, agents, advisers and College staff in order to discuss and advise on the admissions and enrolments process
5. Liaise with partner universities and the Global Recruitment Unit as necessary to ensure achievement of enrolment targets
6. Assist with on-the-job training for new staff as the department grows
7. To develop and maintain an up to date knowledge base on the equivalence of a wide range of international and European qualifications (including both academic and English language) and their suitability in preparing applicants for their proposed study at the Embedded College. Consequently to work with University admissions staff and College Directors on assessment of the suitability of the qualifications of individual applicants in relation to the level of study applied for.
8. Assist in any ad-hoc duties, projects and activities as and when required

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It may be subject to periodic revision to meet business requirements.

<b>Person specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Legal requirements</b>	<ul style="list-style-type: none"> <li>• Eligibility to live and work in the UK</li> <li>• Satisfactory Enhanced DBS Disclosure</li> </ul>	
<b>Education / Qualifications</b>		<ul style="list-style-type: none"> <li>• Degree</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Previous admissions experience in a UK Higher Education environment</li> <li>• Good knowledge of HE admissions procedures in a UK University or an Embedded or Pathway College</li> <li>• A comprehensive understanding of the Home Office Tier 4 regulations and compliance</li> <li>• Good understanding of UK Visas and Immigration policies and how these affect international students and educational institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working for a private Higher Education provider in the UK</li> <li>• An understanding of education services marketing</li> <li>• Knowledge of student recruitment and selection processes</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good team working skills, including understanding the demands of working with others in a small team</li> <li>• Strong communication skills and the ability to building highly effective working relationships</li> <li>• Flexibility and the ability to cope with changing priorities</li> <li>• Adopt a highly professional, customer-oriented approach and to act as an ambassador for the company when dealing with clients and other partners</li> <li>• Ability to prioritise tasks and meet deadlines</li> <li>• Computer literate with experience of MS Word, Excel and email packages</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Resilient with a flexible, 'can-do' approach to work</li> <li>• A team player and able to build rapport and engage with a diverse range of people</li> <li>• Customer-focused</li> <li>• Committed to equality and diversity</li> <li>• Committed to continuous improvement through being outward looking and reflective</li> </ul>	<ul style="list-style-type: none"> <li>• A track record in the provision of services to a multicultural clientele</li> </ul>

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*OIEG is committed to safeguarding and promoting the welfare of children. The post holder's responsibilities for safeguarding the welfare of the young students in their care are to adhere to the OIEG Child Protection Policy. All OIEG employees are subject to enhanced DBS check.*