

<b>Job Title:</b>	Admissions Coordinator	<b>Job Category:</b>	Professional Services
<b>Department/Group:</b>	Registry	<b>Job Code:</b>	To be decided (TBD)
<b>Location:</b>	London, United Kingdom	<b>Direct Reports:</b>	TBD
<b>Level/Salary Range:</b>	£35,000-£40,000 depending on experience	<b>Position Type:</b>	Full-time
<b>Reporting to</b>	Registrar		
<b>Qualifications &amp; Experience:</b>	Degree or equivalent and experience of in Academic -Admissions.		
<b>Job Description</b>			
<p><b>Roles and responsibilities</b></p> <ul style="list-style-type: none"> <li>This role is responsible for coordinating efficient functioning of the admissions processes across all S P Jain programmes from application to admission.</li> </ul> <p><b>Processing applications</b></p> <ul style="list-style-type: none"> <li>Processing UCAS and direct applications and processes.</li> <li>Monitoring applications via the CRM by checking applicants personal statements, qualifications, English Language ability and ensuring eligibility for the programmes.</li> <li>Scheduling online tests and interviews with academic staff.</li> <li>Interacting closely with student selection panels and checking the suitability of applicants to SPJUK programmes.</li> <li>Liaising with recruitment managers for UK and online programmes to ensure post offer communications.</li> <li>Preparing key communications to students including Offer letters and joining instructions.</li> </ul> <p><b>International applications</b></p> <ul style="list-style-type: none"> <li>Coordinating with Recruitment Managers at S P Jain Global for international applications regarding conversions and admissions requirements and processes.</li> <li>Checking CAS documentation, including financial requirements, and issuing CAS.</li> <li>Liaising with SP Jain Global to ensure efficient processing of exchange and transfer students' admissions, including study visas.</li> <li>Tracking visa applications and outcomes.</li> </ul> <p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>Providing weekly updates to the Senior Management Team.</li> <li>Providing website information updates regarding schedule, intake eligibility and other admissions related information and ensuring that it is compliant with CMA requirements.</li> <li>Other duties required by the Registrar commensurate to the role.</li> </ul>			
<b>Person Specification</b>			
<b>Essential Criteria</b>			
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>Degree or equivalent qualification</li> <li>Evidence of relevant CPD</li> </ul>			
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Experience, knowledge and understanding of the UK and international education environment.</li> <li>An understanding of the applicant journey from application to admission.</li> <li>Experience of UCAS applications and processes</li> <li>Experience of UKVI and issuing CAS</li> </ul>			

**Skills, knowledge and abilities**

- Proficient written and oral communication skills with the ability to communicate at all levels
- Understanding of confidentiality requirements
- Excellent IT skills and ability to use a CRM and other HE systems to manage applications, make offers and communicate with applicants
- Self-motivated with a proactive approach to work
- Excellent organisational skills and ability to meet deadlines
- Methodical approach to work and the ability to manage a varied workload.
- Able to work independently but also as part of a wider team.

**Business requirements**

- Able to work flexibly
- Commitment to a performance culture, fostering continuous improvement and driving quality
- Committed to equality, diversity and inclusion
- Commitment to own professional development

***Desirable criteria*****Skills, knowledge and abilities**

- Understanding of student finance
- Able to advise on international qualifications
- Able to advise on UKVI processing