



Senior Admissions Advisor

Egrove Park, Kennington & Park End Street, Oxford
Grade 6: £32,332 - £38,205 per annum,
Fixed term contract 12 months, full time
Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY



The role

The Senior Admissions Advisor is a key role within the School's Academic Programmes team, which is responsible for providing seamless quality and delivery of the student experience across full-time degrees including Masters in Financial Economics (MFE), Masters in Law and Finance (MLF), Doctoral Programmes in Management and Finance and BA in Economics and Management. This is a responsible, demanding and pivotal role requiring the post-holder to perform complex administrative coordination. The Senior Admissions Advisor will work closely with the Admissions Manager, Student Funding team, Programme Managers and Senior Managers of the unit to deliver day-to-day administration of admission & programme support functions for specific programmes. They will proactively contribute to the admissions processes to ensure that the School's recruitment objectives are achieved, and good practice is maintained. The post holder will also be involved in supporting the wider team in programme delivery.

The post-holder will collaborate and maintain excellent working relationships with colleagues and stakeholders internally, such as the finance department, other admissions personnel, recruitment managers, marketing, programme managers, programme directors, and heads of departments. They will also need to maintain excellent working relationships with colleagues external to the School, such as the student visa team, college administrators and the University's Graduate Admissions Office, to ensure flawless logistical arrangements for admissions delivery and a world-class student experience.

Responsibilities

Reporting to the Admissions Manager, the Senior Admissions Advisor is responsible for executing admissions processes for required programmes, ensuring that these are operated in a timely, confidential, and efficient manner. They will utilise in-depth specialist knowledge of the programmes to provide advice to applicants and identify any issues arising with the admissions procedure.

- Manage day to day admissions processes as directed by the Admissions Manager. Manage communications with prospective students and offer-holders; organise and or review interviews; organise and facilitate admissions committees; create and send admissions offers working to high levels of detail, confidentiality and GDPR compliance, when working with sensitive data.
- Work closely with the Admissions Manager and deputise in their absence, collaborating with them and other Senior Managers and Directors to improve admissions processes, working methods, and systems.
- Provide high level guidance and advice to prospective applicants about their suitability for admission to the various programmes and manage multiple mailboxes in a timely and sensitive manner, adhering to relevant protocols. Process programme applications ensuring all procedures are followed and key deadlines met.
- Responsible for post-offer administration for admitted students, including producing offer letters, tracking payments, producing Confirmation of Acceptance for Studies (CAS) for Student visas, and processing financial declarations.
- Carry out relevant recruitment activity such as attending open days, meeting prospective applicants or offer holders at the School or virtually, attending information fairs, assisting the Admissions Manager to deliver presentations and webinars where necessary.
- Establish and manage relationships with internal and external stakeholders to a high level, including faculty and senior School staff to enable smooth interview and committee processes.
- Ownership of complex, concurrent projects (both admissions development and special projects within the programme team), manage and deliver specific recruitment and programme events, including management of associated budgets, as required.
- Represent the School at programme and admissions events such as open days, dinners, student induction events, international modules, fairs and webinars in the UK and overseas.
- Regular updating of the admissions databases, software, and university student systems. Provide technical expertise to candidates and staff.
- Analyse and manipulate data for regular and ad-hoc reporting for various stakeholders, such as Finance, rankings and accreditation bodies.
- Assist with production of recruitment and admissions related marketing materials, such as the programme webpages and brochures.
- Carry out any other duties as requested and commensurate with the grade of this post by the Admissions Manager or Academic Programmes Lead.



Selection criteria

Essential selection criteria

- A strong first degree (or equivalent qualification), or a similar level of experience gained in a work environment.
- Excellent verbal and written communication skills, particularly the ability to interpret, clarify and explain complex information.
- Strong planning, organisation and time management skills to anticipate and address workflow challenges and deadlines, with the ability to work in a busy environment.
- Comfortable in a customer-facing role, with a strong personal commitment to customer care and cross-cultural awareness, and the ability to establish good working relationships with a range of people.
- Strong interpersonal skills, including tact and diplomacy, and the ability to maintain confidentiality.
- Ability to work accurately with excellent attention to detail.
- Strong numerical skills and confidence in dealing with financial data.
- Excellent IT skills including a high level of proficiency in MS Excel and MS Word, together with the ability to master bespoke systems.

Desirable selection criteria

- Comfortable delivering presentations and webinars.
- Experience of working in Higher Education.
- Experience of working in the area of admissions.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems. We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we

undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Further information about Saïd Business School is available at www.sbs.oxford.edu

The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Social Sciences

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk/>



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from:

<https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email HR.recruitment@sbs.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays) Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Pay increases

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 21.4% and Employee contribution is 9.8%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

University discounts

Wide range of discounts from external companies using a university card.

University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

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