



1 Advertisement

Post Title: Senior Postgraduate Admissions Coordinator

School/department: Admissions Office

Hours: Full time hours considered up to 36.5 hours per week. Staff are able to work remotely up to 50% of their hours. Requests for flexible working options will be considered (subject to business need). The work of the Admissions team is applicant-facing and office opening hours are 9am to 5pm.

Contract: Permanent

Reference: 10584

Salary: starting at £27,131 to £31,411 per annum, pro rata if part time

Placed on: 19 January 2023

Closing date: 06 February 2023. Applications must be received by midnight of this date.

Expected interview date: to be confirmed

Expected start date: to be confirmed

The University's central Admissions Office is looking for a helpful, friendly and efficient person to join our Postgraduate Admissions team, supporting the key process of dealing with taught postgraduate and postgraduate research degree applications.

- The post holder will help manage the day-to-day taught postgraduate admissions process, working alongside the other two Senior Postgraduate Admissions Coordinators to ensure the fast, efficient, and fair selection of applicants.
- You will be involved in making and checking decisions and providing advice and guidance for the core team of Admissions Coordinators, as well as Academic Selectors.
- You will take the lead on specific functions within the admissions cycle and will need to support managing and motivating staff to ensure the best experience for applicants (from application to arrival).
- The successful applicant will be highly organised and able to demonstrate leadership skills and the ability to multi-task.
- You will need to be patient, friendly, welcoming and possess excellent communication skills, be computer literate and be able to demonstrate close attention to detail.
- You will need to have office-based, administrative experience, ideally within higher education, and excellent existing experience of postgraduate admissions.
- You will also need a good understanding of UK, other EU and international qualifications, and knowledge of UK Visas and Immigration (UKVI) and Student visa processes.
- You should have a strong record of excellent 'customer service' and enjoy working with people from across the globe.
- It would be helpful if you had some knowledge of fee status classification.

Please contact Sarah Longstaff S.Longstaff@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at:
<https://www.sussex.ac.uk/about/who/professional-services/>

The Communications, Marketing and Advancement division within Professional Services is responsible for:

- Undergraduate recruitment
- Widening participation
- Postgraduate recruitment
- Admissions to undergraduate, taught postgraduate courses and postgraduate research degrees
- External Relations
- International student recruitment and global engagement

Admissions Office

This post is based within the **Admissions Office**, which handles all undergraduate and most taught postgraduate and postgraduate research applications to study at the University (with the exception of initial teacher education).

The Office is split into **Undergraduate Admissions** and **Postgraduate Admissions**, each headed up by an Admissions Officer and supported by a Deputy Admissions Officer and, within Undergraduate, a separate International Admissions Officer.

Postgraduate Admissions consists of 18 staff, including the advertised post. The Postgraduate Admissions Officers are supported by the Deputy Postgraduate Admissions Officer. There are then 2 Admissions Managers, 3 Senior Admissions Coordinators (including this post), 9 Admissions Coordinators and an Admissions Assistant.

The Head of the Admissions Office oversees the work of both Undergraduate and Postgraduate Admissions and there is a separate Scholarships Office (with two staff) co-located with Admissions.

3. Job Description

Job Description for the post of: **Senior Postgraduate Admissions Coordinator**

| | |
|-----------------------------|---|
| Department: | Admissions Office |
| Section/Unit/School: | Communications, Marketing and Advancement |
| Location: | Sussex House |
| Grade: | 5 |
| Responsible to: | Postgraduate Admissions Managers |
| Responsible for: | Postgraduate Admissions Coordinators |

Purpose of the post

To work as part of the Admissions Office and to assist in the smooth, professional and efficient running of the University's postgraduate taught and postgraduate research admissions operation (excluding Initial Teacher Training), principally by managing the day-to-day admissions operation and supporting the processing of applications received.

Main tasks

- 1 To support the management of the core postgraduate admissions team and, with the Postgraduate Admissions Managers, Officers and their Deputy, to ensure the swift, smooth, professional and efficient processing of applications. This includes processing applications in line with departmental admissions templates and checking of decisions made.
- 2 To support the Postgraduate Admissions Managers, Officers and their Deputy in running and developing the University's postgraduate admissions processes and system.
- 3 With the other Senior Postgraduate Admissions Coordinators, to provide support and advice on qualifications (UK, rest of EU and international) for the admissions team.
- 4 With the other Senior Postgraduate Admissions Coordinators, to provide support with the student visa process and ensure international applicants are provided with their Confirmation of Acceptance for Studies (CAS) in a timely manner.
- 5 To support the Admissions Managers and Deputy Postgraduate Admissions Officer with the processes for admitting Pre-masters students from the University's International Study Centre (ISC).
- 6 To support the Admissions Managers, Officers and their Deputy with the processes for admitting postgraduate research students to Sussex.
- 7 With the other Senior Postgraduate Admissions Coordinators, to ensure the accurate fee assessment of all taught postgraduate and postgraduate research applicants.
- 8 To ensure good communication throughout the cycle with applicants, whether by email, telephone, post or in person.
- 9 With the other Senior Postgraduate Admissions Coordinators, to coordinate and assist with arrangements for contacting 'holdover' applicants.
- 10 To monitor applications as the admissions cycle progresses, ensuring that all necessary checks are carried out, assessing qualification results as they are received, and ensuring that records are maintained accurately.
- 11 To assist in the registration process of new postgraduate students.
- 12 To assist at Postgraduate Open Days and other recruitment activities (possibly at weekends) and other duties as assigned by the Postgraduate Admissions Managers, Officers and Deputy.

This Job Description sets out current duties of the post. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

4. Person Specification

SKILLS / ABILITIES

Essential

Desirable

| | | |
|--|---|--|
| Ability to work accurately under pressure and with close attention to detail | ✓ | |
| Ability to multi-task and manage not only your own workload, but be aware of the work of others | ✓ | |
| Excellent word processing skills, computer literacy, familiarity with email systems and use of databases | ✓ | |
| Excellent oral and written communication skills | ✓ | |

KNOWLEDGE

Essential

Desirable

| | | |
|--|---|---|
| Thorough knowledge of all aspects of postgraduate taught and postgraduate research degree admissions | ✓ | |
| Detailed knowledge of UK, other EU and international qualifications relevant to postgraduate admissions and understanding of UK ENIC | ✓ | |
| Familiarity with both General Data Protection Regulations and Competition and Markets Authority regulations | ✓ | |
| Knowledge of the Student Visa process | | ✓ |
| Knowledge of fee status assessment regulations | | ✓ |

EXPERIENCE

Essential

Desirable

| | | |
|--|---|---|
| Experience of office-based, administrative work | ✓ | |
| Evidence of the ability to consider problems and devise solutions both independently and as part of a team | ✓ | |
| Excellent 'customer service' experience | ✓ | |
| Experience of organising and prioritising a large volume of work and working to deadlines | ✓ | |
| Experience of line managing staff | | ✓ |
| Experience of Higher Education | ✓ | |

QUALIFICATIONS

| Desirable | Essential | |
|--|-----------|--|
| GCSE (or equivalent) English and Maths | ✓ | |

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

| Desirable | Essential | |
|---|-----------|--|
| Excellent customer service and 'people skills', including dealing with people from across the globe | ✓ | |
| Ability to lead a small team, ensuring efficiency and motivating colleagues | ✓ | |
| Friendly, open, supportive and helpful in order to lead a small team (even under periods of pressure) | ✓ | |
| A responsible and flexible attitude | ✓ | |
| A commitment to equality of opportunity | ✓ | |