



<u>Job Description and Person Specification for:</u>	
Admissions & Enrolment Manager	
<u>Department:</u> Registry	<u>Reports to:</u> Academic Registrar & University Secretary
<u>Salary (Band/Annual/Pro rata):</u> Band D	<u>Responsible for:</u> Admissions and Enrolments Administrator(s)
<u>Hours per week/FTE:</u> 1.0 FTE	<u>Work Pattern:</u> Normal office hours with some flexibility required to deliver key aspects of role, including the potential for occasional evening and weekend work.
<u>Job Purpose/Summary:</u>	
<p>Registry is responsible for the management of the student lifecycle and core student administration functions from application and admission, registration and enrolment, assessments, timetabling, student records through to graduation, and the academic governance framework, including Academic Committees, quality assurance, statutory compliance and regulations, policies and procedures for award and non-award bearing courses.</p> <p>The Admissions & Enrolment Manager will manage an effective and efficient admissions service, making a major contribution to the achievement of the University College’s student recruitment targets, both home and overseas, working closely with Marketing and Communications and course teams.</p> <p>The role:</p> <ul style="list-style-type: none"> • Is responsible for the admissions-related policy framework and for enhancing admissions processes, through to registration and enrolment. • Works closely with the Academic Registrar, Schools and other stakeholders to ensure that recruitment and conversion activities support the overall University College’s strategic aims for student numbers and portfolio diversification. • Oversees onboarding processes for new students, ensuring that they are informed, well-equipped and ready to begin their studies, as part of our overall approach to induction. • Represents the University College at Open Days, internal and external recruitment and outreach events and other forums. <p>By working collaboratively, the postholder will identify improvement opportunities to systems and processes, helping to ensure that the services we provide continue to evolve to meet the needs of the institution and our students and apprentices.</p> <p>This role requires excellent organisational ability in all aspects of operational planning and a strong level of data capability.</p>	



Main Responsibilities/Key Tasks:

Key Tasks

1. Responsible for the day to day management and enhancement of an effective and efficient admissions service from enquiry to enrolment, including processing applications, organising interviews, fees assessments, confirmation and clearing, pre-arrival requirements (such as occupational health), induction and registration/enrolment.
2. Monitoring of student recruitment through the compilation and production of regular admissions reports and other related statistics to aid institutional decision making.
3. Supporting the work of the UKVI Compliance Manager to help ensure operational compliance with all Home Office legislation in relation to student visas.
4. Ensuring an outstanding level of service is provided internally to Schools and Professional Services and externally to prospective students and other key stakeholders (such as UCAS, UKCISA, Office for Students, Disclosure Barring Service, UKVI, NARIC and GuildHE).
5. Responsible for ensuring all admissions-related regulations, policies and procedures are current, in line with sector best practice and inclusive of any changes to relevant legislation.
6. Regularly review systems, processes and procedures in order to maximise the efficiency of the admissions operation and to provide an excellent applicant experience.
7. Producing and developing timely and comprehensive information for applicants, including information about the application process and minimum entry requirements through the regular maintenance of the institution webpages in these areas. Work with others to maintain a log of changes and up to date applicant communications to comply with Consumer Market Authority requirements.
8. Having responsibility for developing and maintaining up-to-date international qualification equivalencies to ensure admissions decisions are made quickly, accurately and in a consistent way.
9. Managing the day to day work of the Admissions and Enrolments Administrator(s) and having responsibility for training and development and appraising performance.
10. Participating and contributing through appropriate committees and working groups.
11. Representing the institution as appropriate in national meetings, conferences, open days, outreach and recruitment events as required.

Additional duties

- To demonstrate support for the University College's commitment to equal opportunities and its Dignity, Diversity and Equality Policy.
- To demonstrate support for the University College's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility.
- To promote and actively adhere to the University College values.
- Undertake such other duties as may reasonably be expected, commensurate with the grade of the post, as directed by the Academic Registrar.

<u>Requirement:</u>	<u>Essential:</u>	<u>Desirable:</u>
Education, Training and Qualifications	Educated to degree level or with relevant demonstrable work experience	



Skills and Knowledge	<p>Excellent communication and interpersonal skills.</p> <ul style="list-style-type: none"> ▪ Excellent IT skills, particularly in the use of Microsoft suite of products. ▪ Proven knowledge and experience of record systems and databases. ▪ Proven ability to produce and analyse statistics, and share effectively with different audiences. ▪ Strong written communication skills: reports, letters, management information. 	<p>Knowledge/experience of the higher education sector</p>
Experience	<p>Experience of HE admissions processes including knowledge of UCAS procedures.</p> <ul style="list-style-type: none"> ▪ Line management of a small team. ▪ Proven experience of devising, organising and managing effective administrative processes. ▪ Proven experience of, and commitment to, excellent customer service. 	<ul style="list-style-type: none"> ▪ Experience of international admissions ▪ Experience of process improvement.
Personal Attributes and abilities	<p>High degree of commitment and professionalism, including ability to work flexible hours to meet business needs at peak times.</p> <ul style="list-style-type: none"> ▪ Proactive and uses initiative to solve complex problems. ▪ Resilient and with an excellent organisational ability. ▪ Proven ability to work under pressure and re-evaluate prioritise to meet deadlines. ▪ A flexible approach to both team and individual working. ▪ Ability to maintain confidentiality. 	
Other Requirements	<p>Flexibility to respond to peaks in the application cycle, which may require additional hours per week at certain times</p> <p>Work in line with AECC University College values</p>	

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***NB: The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.***

*AECC University College is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.*

**April 2024**