<table>
<thead>
<tr>
<th>Job Title</th>
<th>Undergraduate Admissions &amp; Outreach Officer</th>
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<tbody>
<tr>
<td>Line Manager</td>
<td>Academic Registrar</td>
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<tr>
<td>Works for</td>
<td>Tutor for Admissions</td>
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<tr>
<td>Grade / Full or part-time</td>
<td>Equivalent to University Grade 6 (£28,660 rising to £34,189 pa) Full time and permanent</td>
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<td>Main purpose of the job</td>
<td>To take responsibility for all aspects of the College undergraduate admissions processes and outreach activities.</td>
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**Summary of responsibilities**

- Administers the undergraduate admissions and outreach processes in their entirety in order to free the Tutor for Admissions and other Fellows to make the best academic assessments, selection decisions and set appropriate strategies and quotas.

- Develops and implements a coherent outreach programme for the College.

- Represents the College publicly at university and intercollegiate meetings and at outreach events.

- Provides the main interface between the College and those interested in undergraduate admissions.

- Takes full responsibility for accuracy of all lists, databases and communications.

- Takes part as an effective member of the administrative team.

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**St Hilda’s College**

St Hilda’s is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 220 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth. It has ambitious development plans and its ethos is a commitment to “excellence and equality, fostering intellectual and personal achievement in an environment in which every voice matters. Under the academic guidance of world-class researchers, students are expected to challenge and question, as pioneering, independent thinkers who will go on to shape their generation.”

**The Academic Office**

The small and friendly Academic Office handles the College’s academic administration under the overall direction of the Senior Tutor, with line management by the Academic Registrar. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises.
This post offers a good opportunity for someone with excellent organisational, IT and interpersonal skills, and an interest in the aims of higher education, to play a significant role in two of the College’s most important functions: the admission of undergraduate students to the College, ensuring that the administration of the admissions process is maintained and developed at a high level; and in developing current and future outreach opportunities to attract high calibre undergraduate applicants.

The postholder will be responsible to the Academic Registrar, and ultimately to the Senior Tutor, who is the College’s Tutor for Admissions. She/he will liaise regularly with tutors, students, staff, undergraduate applicants, teachers, departments and faculties, and the relevant University offices. The postholder will be supported by other members of the team during busy periods.

Undergraduate Admissions and Outreach

St Hilda’s receives around 650 undergraduate applications from which the Fellows select and make offers to 140 applicants each year. The admissions process runs roughly from November to January each year, and includes working closely with tutors, liaising effectively with applicants and organising a team of student helpers during the interview period in December. The weeks associated with the publication of A-levels results in August is also a particularly busy time. The Undergraduate Admissions and Outreach Officer will take ownership of undergraduate applicants from initial enquiry and/or attendance at an outreach event or an Open Day, through the application and interview process, to subsequent results verification and student registration at the start of the academic year.

The key aim of the outreach programme is to encourage more highly qualified students from under-represented groups to apply to Oxford and the College. This is part of the College’s strong commitment to the joint principles of Excellence and Equality.

Main Duties and Responsibilities

Admissions

- Responsibility for all aspects of the College undergraduate admissions processes. This involves:
  - liaising with all relevant participants: tutors, college staff, student helpers and applicants
  - receiving applications online from the central university database and distributing them to the appropriate tutors and their teams
  - planning and organising the interview process: liaising with other colleges about possible second interviews; preparing and ensuring accuracy of offer and rejection letters
  - providing feedback to applicants
  - issuing financial declarations, reading lists and fresher packs to incoming students
  - assisting in obtaining visas for overseas students
  - confirmation of A-level results and other qualifications: receiving results from the University, preparing appropriate letters
  - providing lists and details of incoming undergraduates to all those who need them, including colleagues in the accommodation team
  - responding promptly and professionally to enquiries from schools and applicants, including providing advice
  - assisting the Tutor for Admissions with the implementation of university admissions policies
Outreach

• Development of the College's outreach programme. This includes involvement in programmes such as UNIQ, as well as:
  o Keeping in contact with schools in our link region (currently Surrey), including acting as an initial point of contact for teachers, providing advice and guidance, and arranging regular visits to schools to give presentations to students about applying to Oxford
  o attending and giving presentations at the Oxbridge Student Conferences
  o inviting school students and teachers to the College for visits and/or summer schools to learn more and encourage them to consider applying to Oxford (and to university more generally)
  o organising “high achievers” days, when selected students from under-represented groups are invited to St Hilda's for academic taster and similar sessions
  o working closely with the College’s Junior Common Room outreach representatives on the recruitment, selection and training of Student Ambassadors, and coordinating their key role in running tours and similar information activities in the College, particularly at events such as Open Days
  o through a range of activities, including social media, strengthening our communication with prospective students
  o tracking pupils’ progress from participation in outreach activities through to application
  o implementing feedback processes to improve future activities
• Development of policies on equality and outreach issues under the supervision of the Tutor for Admissions

Open Days

• Organisation of the Offer-Holders’ Open Day in February and three Open Days for prospective applicants held each year (two in July and one in September)
  o liaising with schools
  o addressing visitors in groups and ensuring they are fully informed about what the College can offer

General

• Production and development of College publicity material relating to admissions and outreach on the College website, and in printed and other formats
• Liaison with University Undergraduate Admissions staff and staff from other colleges involved with admissions and outreach; this will involve attending meetings outside the College
• Reviewing and refining all systems, ensuring accuracy of all information; preparing reports and analysis on undergraduate admissions and outreach and presenting these at College Admissions and Outreach Committee meetings
• Day-to-day office administration

Selection Criteria

Essential

• Graduate or equivalent.
• Capability for taking initiative, self motivation and independent work; a willingness to accept responsibility.
• Excellent attention to detail; high level of personal organisation and accuracy.
• Excellent command of English, both written and oral, high professional standards, high level of numeracy.
• Good computer skills - Excel, Word, PowerPoint, web content management systems and University databases; ability to learn new IT skills as required.
• Understanding of and ability to use social networking sites as a communication tool.
• Ability to develop systems and produce accurate and informative reports.
• Ability to promote and represent the College to school groups and at University meetings.
Experience of organising events.
Relevant experience of working with schools and students, preferably in a widening participation context.
Ability to deliver informative and exciting presentations to a variety of audiences.
Ability to handle confidential and sensitive issues with discretion and tact.
Ability to stay calm and work accurately when under pressure.
Adaptability and flexibility to manage a variable workload.
Willingness to keep up to date with new procedures (training will be given).
Full clean driving licence.

Desirable
- Previous experience of admissions processes, ideally in Oxford.
- Understanding of studying within the collegiate University.
- An understanding of widening participation policies and issues.

Conditions of Employment
University Grade 6 salary scale, currently £28,660-£34,189 pa (reviewed annually), according to qualifications and experience. This is a permanent, full-time post, with a contributory pension scheme. The post is open to women or men, and the normal retiring age is 65. It entails a 35-hour working week, usually Monday-Friday, 9am-5pm, with a break for lunch. Lunch is provided free of charge. At certain times of the year, the post will require longer working hours, which will be compensated for by time off in lieu. There is a paid holiday entitlement of 38 days holiday per year, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term, receiving time off in lieu. Leave may not normally be taken during Full Term, during the undergraduate admissions exercise in December, during exam periods or the week in August when A-level results are published.

The post is subject to a 6-month probationary period, with 3 months' notice on either side.

The College is committed to helping its staff to develop their careers and fully supports career development, for example through the University-run national Springboard/Navigator scheme. Additional material about the College can be found at the St Hilda's website: www.st-hildas.ox.ac.uk

How to Apply
Applications should include the following documents:
- Completed application form
- Curriculum vitae
- Letter of application explaining your interest in the post. If you are not currently working in Higher Education, please tell us why you are interested in moving into this area.
- Recruitment monitoring form (optional)

Your application should be sent to the Academic Registrar, St Hilda's College, Oxford OX4 1DY, in hard copy or by email to rebekah.unwin@st-hildas.ox.ac.uk

The deadline for applications is 12 noon on Wednesday 10 April. Interviews will be held on Tuesday 23 April.

February 2019