VACANCY: ADMISSIONS COORDINATOR & TUTORIAL ADMINISTRATOR

Wolfson College seeks to appoint a full-time Admissions Coordinator and Tutorial Administrator for Undergraduates to manage admissions, examinations and academic records for our undergraduates, all of whom are aged 21+ at entry. The College admits around 50 undergraduates, some Foundation Year students each year, selecting them from about 250 to 300 applications received. At least 100 of these applications are for the Graduate Course in Medicine, interviews for which are managed by the School of Clinical Medicine. The College usually conducts about 60 undergraduate interviews in early December and another 15 to 20 interviews in mid-March. In close consultation with the Admissions Tutor the postholder will organise all aspects of the admissions process, from initial inquiries and receipt of applications to scheduling interviews, producing decision letters.

This role requires:

- Excellent organisational and communication skills
- Accuracy and rigorous attention to detail
- Proficiency in Microsoft Office IT applications and relational databases (such as CamSis)
- Commitment to protecting the confidentiality of sensitive personal information
- Demonstrated ability to work constructively as part of a team and to work independently
- Calm and professional approach to interactions with prospective and current students, co-workers and the general public
- Ability to work under pressure and meet tight deadlines

The postholder will report to the Tutorial Office Manager and will work closely with other members of the Tutorial team, the Senior Tutor, Admissions Tutor, Directors of Studies, Tutors, Student Finance Officer, Finance Office, Accommodations Manager, and the University of Cambridge Admissions Office.

WOLFSOON COLLEGE:

Wolfson College is one of the 31 colleges of the University of Cambridge. It is a dynamic educational institution that admits mature undergraduates (aged 21 or above) and postgraduates from all over the world. Founded by the University in 1965 as University College, the College became Wolfson College in 1973 following a benefaction from the Wolfson Foundation. Wolfson takes pride in its reputation as an egalitarian and cosmopolitan community: over 90 nationalities are represented within the current student body and over 150 nationalities among our alumni worldwide. The College is one of the larger colleges in Cambridge, with 180 undergraduates, 440 full-time postgraduates, 260 part-time postgraduates, 110 Fellows and 100 non-academic staff. The College aims to provide outstanding academic and pastoral support tailored to the distinctive needs of all its students, not all of whom have followed standard routes to university education.
**THE TUTORIAL OFFICE:**
The Tutorial Office at Wolfson College manages the admission, induction, matriculation, pastoral care and graduation of all undergraduate and postgraduate students. Each Tutorial Administrator has individual responsibilities for specific student cohorts and tasks, but they also work together as a team, particularly at busy times, and provide cover for one another during periods of absence. The Tutorial Office consists of:

- A full-time Tutorial Office Manager who is responsible for ensuring the smooth running of all tutorial activities and for providing administrative support to the Senior Tutor.
- A full-time Undergraduate Administrator with primary responsibility for coordinating undergraduate admissions, records, and related correspondence.
- A full-time Postgraduate Administrator with primary responsibility for managing postgraduate admissions, records, and related correspondence.
- A full-time Tutorial Administrator with primary responsibility for organising matriculations, graduation ceremonies (congregations) and the award of degrees; organising subject events; providing administrative support to the Dean (for discipline).
- A part-time Student Finance Officer (21 hours/wk) who administers loans, scholarships, bursaries, and grants.

**HOW TO APPLY**
Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at [https://www.wolfson.cam.ac.uk/about-wolfson/vacancies](https://www.wolfson.cam.ac.uk/about-wolfson/vacancies)), with a covering letter and CV setting out your suitability for this post by email to: jobs@wolfson.cam.ac.uk

We will be assessing applications, shortlisting and offering interviews as the applications are received. All applications should arrive by **noon on Monday 29 November** by email to Mrs Sally Cullen, HR Manager, Wolfson College, at: job@wolfson.ac.uk, with ‘Admissions Coordinator & Tutorial Administrator’ in the subject line.

It is anticipated that interviews will be held during **the week commencing 5 December**. Candidates are advised that the appointment process will include an in-person interview, a written exercise and a skills test.

**TERMS & CONDITIONS**

**Salary:** £28,713 - £32,292 depending on experience

**Hours:** 37.5 hours per week. Specific working pattern to be agreed; however, occasional Saturdays or early evening hours will need to be worked to cover examinations and assist with induction. Time off in lieu will be given for any weekend or evening hours worked.

**Holidays:** 25 days' holiday per year plus 8 bank/public holidays. Of the 25 days’ holiday, the College schedules 3-4 days in December for all staff when the department is closed.
Benefits: Membership of the NOW pension scheme (www.nowpensions.com), with employer contributions of up to 13%; Group life insurance benefit of two times salary; Access to Employee Assistance Programme; Membership of a healthcare cash plan; Free staff lunch when the College kitchens are open; Free parking; Use of the College Gym and Library; Personal training and development programme; Wolfson operates an agile working policy of working.

Probation: The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice by either side. Following the successful completion of the probationary period, the period of notice will be two months by either side.

The College actively supports equality, diversity and inclusion and encourages applications from all sections of society.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please see https://www.wolfson.cam.ac.uk/about/governance/data-protection/data-protection-statement-job-applicants for further information about how we process your personal data.