

# Recruitment and Admissions Assistant job description

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## POSITION OVERVIEW

<b>Title:</b>	Recruitment and Admissions Assistant
<b>Location:</b>	Central London – Bloomsbury
<b>Contract:</b>	Full-time; permanent
<b>Salary:</b>	£25,000
<b>Start date:</b>	By no later than 1 August 2019
<b>Benefits:</b>	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension scheme (optional) and private healthcare (optional)

The role comprises two distinct functions: recruitment and admissions. It will contribute directly to the growth of the College through an extensive programme of student recruitment initiatives, comprising UK (and possibly EU) travel as well as on-site recruitment events and admissions processing. This role would be best suited to a recent graduate looking to gain experience in student recruitment and admissions within the higher education sector.

## DUTIES AND RESPONSIBILITIES

### ADMISSIONS AND RECRUITMENT - MAIN DUTIES:

#### PLANNING AND RESEARCH

- To research target schools and their contacts (HE counsellors, advisers and teachers)
- To research prospective educational agents and independent counsellors
- To gather intelligence on education qualifications, market trends and recruitment opportunities

#### RELATIONSHIP DEVELOPMENT

- To maintain relationships with school HE counsellors and advisers
- To maintain relationships with educational agents and independent counsellors
- To maintain the accuracy of school, counsellor and agent data

## **ENQUIRY GENERATION AND CONVERSION**

- To plan itineraries, organising appointments and logistics within prescribed budgets
- To make presentations on the value of studying at NCH to diverse audiences
- To participate in student recruitment fairs, tours and UCAS exhibitions
- To conduct personal consultations with prospective applicants
- To host incoming school, counsellor, agent and student visits to NCH
- To assist with UK-based open/taster days, open lectures, offer holder events, fairs, interview days and other recruitment events
- To undertake enquiry conversion activities, including telephone campaigns
- To support the team in uploading prospect data to the College's CRM system

## **APPLICATION PROCESSING AND CONVERSION**

- To process and manage applications, direct and UCAS, in conjunction with colleagues in the admissions team and academic faculty
- To manage the College's buddy scheme, which provides offer holders with advice and guidance from current students.
- To offer a high quality customer service to all applicants, at all stages of the application process
- To undertake application conversion activities, including telephone campaigns and individual consultations
- To ensure all student recruitment/admissions practices comply with current internal and external admissions and quality assurance policies, and ensure the maintenance of NCH's clearances with UK authorities and institutions

## **TEAMWORK**

- To support the team in maintaining required marketing support and collateral, in conjunction with the Marketing Team
- To support the team with pre-departure logistics and planning e.g. coordinating freight, sourcing flights and accommodation etc.
- To promote and sustain a constructive, supportive and friendly working relationship with all customers, internal and external, including work colleagues and senior management

## **OTHER DUTIES**

- To undertake any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training

Please note, this job description is correct at June 2019. It may vary in consultation with the post holder to reflect changes within the marketplace and NCH.

## APPLICATION PROCESS

Applications should be made via this link by midnight, 17 July 2019. Please reference your application "RAA0619". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role, applications will be reviewed on receipt and it is likely that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

## QUALIFICATIONS AND EXPERIENCE

### 1. TRAINING AND EDUCATION

Essential	Desirable
Educated to degree-level	Educated to degree-level in the humanities Sales training

### 2. EXPERIENCE

Essential	Desirable
Experience of providing high quality Customer Service Experience of working with customers face-to-face, digitally and over the phone Experience of events planning / involvement	Experience of working within a university environment as an ambassador, union member or active society member

### 3. SKILLS AND KNOWLEDGE

Essential	Desirable
Knowledge and understanding of UK Higher Education Excellent oral and written skills	Ability to work proactively and independently to meet targets Understanding of the UCAS application process

<p>Ability to empathise and develop rapport with individuals applying to College</p> <p>High level organisational and time management skills, including the ability to prioritise and manage workload</p> <p>High levels of accuracy, attention to detail and organisational skills</p> <p>Ability to work as part of a team, and to support colleagues</p> <p>Intrinsic belief in value of Higher Education and in studying the humanities</p>	
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