

# **Bootcamp Admissions and Onboarding Assistant (Temporary Staff Role)**

## **Job Description**

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### **POSITION OVERVIEW**

<b>Department</b>	Experiential Digital Global Education (EDGE); Innovation Unit (London)
<b>Location</b>	Devon House, London, Remote-based
<b>Term</b>	Full-time; Temporary Contract (August to September 2022)
<b>Salary</b>	£12 - £15 per hour
<b>Start</b>	August 2022

The New College of the Humanities wishes to appoint a Bootcamp Admissions and Onboarding Assistant to support the admissions and onboarding of our learners on the Skills Bootcamp in Data and Service Management.

The role is suitable for remote-working, provided the appointee is able to attend the campus for face-to-face work when required.

### **Duties and Responsibilities**

- Processing large volumes of applications: checking they are complete, confirming candidate eligibility and saving applications and supporting documents in the correct location.

- Speaking to applicants to chase up missing information from applications and answering questions/providing support to applicants
- Emailing successful applicants with next steps including inviting them to complete onboarding forms and commitment statements; ensuring all are correctly completed, on time, with accurate records stored
- Keeping up to date records of where each applicant is in the application or onboarding process
- Working with the Skills Bootcamp team to provide other ad hoc admin support as needed, including support organising meetings and candidate information sessions.

### **About EDGE**

EDGE (Experiential, Digital, Global, Education) is part of Northeastern's Global Network and is dedicated to designing and delivering work-related learning throughout the UK and internationally. The EDGE team work remotely, using innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based. The EDGE team currently delivers a growing portfolio of work-related learning aligned to digital transformation, data science, artificial intelligence, and project management.

### **Person Specification Criteria (Essential / Desirable)**

#### **Key Criteria**

- Strong IT and admin skills, ideally experience in a similar role
- Efficient and proactive, able to manage a high-volume workload effectively
- Highly-organised and able to track a large number of applications at different stages
- Keen eye for detail to identify any gaps or issues in applications
- Able to plan ahead and manage multiple competing priorities
- Excellent communication skills, able to keep wider team up to date on progress of applications and communicate information to candidates in a simple, reassuring and accessible way
- Good written communication skills

### **Application Process**

Applications should be made via [this link](#) by 20:00 on 14 August 2022. Please reference your application “**BAO722**”. 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 possible 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.