

## Job Description

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| <b>Job title</b>       | International Admissions Administrator |
| <b>School/Service</b>  | Marketing & Communications             |
| <b>Normal Workbase</b> | Stoke campus                           |
| <b>Tenure</b>          | Permanent                              |
| <b>Grade/Salary</b>    | 5                                      |
| <b>FTE</b>             | 1.0 FTE                                |
| <b>Date prepared</b>   | October 2020                           |

### Job Purpose

To deliver an outstanding Admissions service to all International applicants and enquirers, championing the University values whilst ensuring efficiency, transparency and UKVI compliance at all times.

The post holder will also be responsible for developing and maintaining outstanding working relationships with key stakeholders including applicants, agents and internal colleagues across the University. The successful candidate will make international admissions decisions in line with the University policies and procedures, and in accordance with the UKVI regulations.

This role will require an individual committed to delivering outstanding customer service and a high level of attention to detail in a fast-paced, competitive and highly regulated setting.

### Relationships

|                  |  |
|------------------|--|
| Reporting to:    | International Recruitment and Admissions Manager |
| Responsible for: | N/A  |

### Main Activities

- Effective time management throughout the cycle, balancing priorities and delivering a customer and recruitment focussed function within the International Admissions team.
- Develop a thorough knowledge of the internal and external systems and processes used to inform Admissions decisions including eVision, SITS, UCAS, NARIC etc.
- Provide helpful international admissions information to colleagues across the University including International Recruitment, Schools and Services.

- Develop and maintain a good knowledge of UKVI regulations, especially in relation to Student Visas
- Responsible for assessing and processing international applications from a range of sources including Partners, Agents, UCAS and direct, utilising the International Admissions toolkit and maintaining consistently high levels of accuracy.
- Level 1 SMS user responsible for issuing CAS' during busy periods in the International Admission cycle.
- Maintain an up-to-date knowledge of UKVI policy and regulation, ensuring that relevant processes to safeguard the University's Highly Trusted Sponsor licence are followed at all times.
- Work closely alongside the Regional Managers, International Recruitment and Admissions Manager, International Admissions Officer and appropriate academic colleagues to meet conversion targets for International applications.
- Develop excellent working relationships with a network of overseas progression and articulation partners throughout the application cycle, ensuring prompt and helpful responses to enquiries.
- Work alongside the International Recruitment and Admissions Manager and the International Admissions Officer to develop an efficient and customer-focussed admissions process for progression and articulation partners.
- Participate in Open Days, Applicant Visit Days and occasional UK recruitment events which require expert advice regarding the International Admissions process and entry criteria.
- Embody the University values by providing a friendly and helpful contact point for key stakeholders including Partners, Agents, applicants and parents.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

### **Special Conditions**

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

### **Professional Development**

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

### **Variation to Job Description**

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **Application Procedure**

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.