



Job Description

Job Title	International Admissions Administrator
School/Service/Institute	International Office
Normal Workbase	Stoke
Tenure	Fixed term up to 12 months (maternity cover)
Grade/Salary	Grade 5
FTE/Hours	1.0 FTE

Job Purpose

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 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. Undertake pre-CAS assessment of applications to confirm suitability for sponsorship.
- 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 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 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.
- To undertake other such responsibilities as may reasonably be required.
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- 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

Special Conditions

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities, such as open days, confirmation and clearing.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This

framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The University 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

The postholder will be employed by Staffordshire University Services Limited.

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. 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 applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

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

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.