



Person Specification

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Criteria marked 'A' will be the main criteria against which your application will be shortlisted so please ensure that you provide evidence of how you meet the shortlisting criteria in your application. You may accompany your application with additional information including a CV if wished.

Job Title: International Admissions Administrator
School/Service/Institute: International Office

Selection Criteria Description	<i>Essential or Desirable</i>	<i>Application and/or Interview</i>
Educated to degree level / equivalent professional qualification or relevant experience in a similar role.	E	A
Experience of working in the FE or HE sector in an administrative role.	D	A
Excellent organizational and administrative skills.	E	A/I
Excellent IT skills and the ability to work with a range of Admissions related systems, for example SITS, Weblink, UCAS.	E	A/I
Knowledge of key international student recruitment markets and common international qualifications.	D	A/I
Broad knowledge and understanding of UK Visa and Immigration (UKVI) regulations within a Higher Education setting, primarily related to the Student visa application process.	E	A/I
Knowledge of the International student application and enrolment journey and the critical touchpoints throughout the cycle.	E	A/I
Acute attention to detail and the ability to use initiative to prioritise tasks.	E	A/I
Customer focused, with demonstrated evidence of providing outstanding customer service.	E	A/I
Excellent written and verbal communication and interpersonal skills, with the ability to interact with stakeholders from diverse backgrounds with tact and cultural sensitivity.	E	A/I
Ability to work quickly and accurately to strict deadlines.	E	A/I
An understanding of the University's strategy and values, with the ability to demonstrate behaviours that align to the values	E	I

***Key**

[A] Application form

To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'

[I] Interview

To be assessed during the interview process including selection tests or presentation, as appropriate.