

RECRUITMENT PACK

This document includes the following information:

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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-873461/873521) for help.

Closing Date: 5 April 2018

Interviews are planned for: 20 April 2018



JOB DESCRIPTION – Job ref REQ01207

Job Title and Grade:	Administrative Assistant - Undergraduate Admissions Grade 3
Contract:	Permanent, Part-time
Hours:	24 hours per week
Salary:	£16,655 - £18,777 per annum, pro rata
Department/Section:	Communications & External Relations (CER)
Responsible to:	Director of Communications & External Relations
Reports on a day to day basis to:	Undergraduate Admissions Executive Officer
Purpose of job:	The Undergraduate Admissions Assistant is a member of the University's central Undergraduate Admissions team. Their primary responsibility is to support the day-to-day function and operation of the Undergraduate Admissions Office.

Duties of the Post:

1. Applications

- Assisting the Senior Admissions Advisers in contacting students with incomplete UCAS applications to request further information to assist in the decision making process;
- Assisting the Senior Admissions Advisers by processing application decisions using the relevant in-house Admissions database(s);
- Assisting Admissions managers by undertaking qualification, entry requirements and course research;
- Verifying qualifications, including English language test results;
- Updating and maintaining electronic application files by inputting notes and other data relating to individual applications on the relevant in-house Admissions database(s);
- Responding to general email enquiries from applicants, logging them as appropriate on the University's Customer Relationship Management (CRM) system.

2. Confirmation, Clearing and Registration

- Processing application decisions in Confirmation and Clearing using the relevant in-house Admissions database(s);
- Requesting, receiving and uploading additional information including qualification documents from applicants;
- Assisting with the logistical arrangements during Confirmation and Clearing events in August;
- Assisting with checking of documents at Registration.

3. Office Administration

- Scheduling, arranging and booking rooms for meetings and training sessions as directed by senior members of the Undergraduate Admissions team;
- Creating and distributing minutes from Team Meetings;
- Booking training courses, conferences and travel arrangements for members of the Undergraduate Admissions team when required;
- Carrying out office finance tasks including monthly credit card reconciliations for CAS payments;
- Coordinating office stationery orders;

- Providing general administrative support such as mailing out offer documents, scanning and filing.

4. Staffing

- Assisting Admissions managers with staff recruitment, including printing applications and scheduling interviews;
- Ensuring staff compliance with Display Screen Equipment (DSE) and health and safety guidance;
- Collating overtime hours on behalf of Admissions managers and organising payment of hours;
- Organising a monthly rota for Undergraduate Admissions reception duties.

5. Other Duties

- Any other duties as may be assigned from time to time by the Head of Undergraduate Admissions or other senior members of the undergraduate admissions team.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

March 2018

PERSON SPECIFICATION

JOB TITLE: Administrative Assistant – Undergraduate Admissions

Qualifications /Training

	Essential	Desirable
▪ Minimum of 5 GCSEs, grades A – C, including English and Maths, or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Minimum of two A-levels or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Good written and oral communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to work accurately and with attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to communicate effectively with customers including staff, students and visitors to the university	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work effectively as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to manage multiple tasks and prioritise effectively when under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to maintain confidentiality and exercise discretion when dealing with applicant data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent IT skills, including proficient use of MS Word	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Proven ability to work independently with minimal supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Reliability, dependability and good timekeeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A good level of numeracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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ADDITIONAL INFORMATION

Undergraduate Admissions, Communications and External Relations

You can find more information about the department at the following link:

<https://www1.essex.ac.uk/cer/ug-admissions/default.aspx>

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

General information

The expectation is that 24 hours per week will be carried out over four or five working days. Please note that this post carries restrictions on annual leave at busy times, including August.

Informal enquiries may be made to Georgia Snelgrove, Undergraduate Admissions Executive Officer (telephone: 01206 873364 e-mail: gsnelg@essex.ac.uk). However, all applications must be made online.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeParkDayNursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.

This document is produced by:

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