



Lincoln College

UNIVERSITY OF OXFORD

Job Description: Admissions Officer

Job Title:	Admissions Officer
Responsible to:	Academic Registrar
Hours:	36.25 hours (nominally 09.00-17.15, unless agreed with the Academic Registrar). There will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted).
Remuneration:	NSP 25-31, £35,681-£41,636 p.a.,. Entry point to be determined by level of experience.
Benefits:	Free lunches when on duty. Paid holiday entitlement of 38 days, to be taken outside full term, unless by prior agreement with the Academic Registrar.
Job Purpose:	To administer the College's undergraduate and graduate admissions processes.

The College

Lincoln College is a medium-sized College housed in attractive medieval buildings in the centre of the city, on Turl Street. The College has around 50 Fellows, around 650 students, equally divided between graduates and undergraduates, and a large body of administrative and domestic staff. Further information may be found on the College's website: www.lincoln.ox.ac.uk.

About the Role

The Admissions Officer manages the planning, co-ordination, and delivery of all aspects of the undergraduate and graduate admissions processes, including the organisation of undergraduate admissions interviews in December. The post-holder ensures that these processes are executed efficiently, to the highest possible standard for candidates and academics alike.

Main responsibilities:

- Processing all applications to the College from prospective undergraduate, postgraduate, and visiting students.
- Maintaining correspondence with applicants and, where appropriate, with responsible officers in their schools.
- Responding to enquiries from prospective applicants and offer-holders.
- Maintaining electronic information systems in support of the admissions process.
- Creating and updating records for newly admitted students.
- Planning and coordinating all aspects of the undergraduate admissions exercise in consultation with the Senior Tutor, Tutorial Fellows and Access Officer. This entails overall operational

responsibility for the undergraduate admissions exercise and includes coordination with the University's Admissions Office; maintaining databases; operating all relevant management systems; organising the circulation of information to candidates and tutors; arranging any tests and interviews; liaising with relevant members of staff to ensure appropriate adjustments in respect of applicants who have declared a disability; ensuring that interviewers are paid as appropriate; drafting and sending communications and feedback to candidates.

- Coordinating the annual organ awards exercise in consultation with the Chaplain.
- Liaising with the University Admissions Offices and the appropriate officers in Faculties and Departments.
- Compiling data on graduate and undergraduate admissions processes and preparing reports on these for the Senior Tutor.
- Providing expert advice to students and tutors on admissions and access related matters.
- Preparing supporting documentation for student visa applications (undergraduate, Erasmus, and Visiting Student only).
- Monitoring student visa compliance for incoming and on-course students.
- Working with the College's Funding and Awards Officer, who administers the College's scholarships and bursaries.
- Assisting the access team with the administration of Open Days.
- Working with the Examinations and Adjustments Officer to facilitate reasonable adjustments for applicants.
- Developing the College's admissions literature in consultation with the College's access team and reviewing the web pages for the admissions and offer-holder sections of the College website.
- Represent the College at events for external audiences and potential applicants, including providing tours for prospective applicants to the College.
- As required, representing the College on University committees and working groups.
- Responsibility for issuing new student Bodleian cards.
- Assisting the Registrar with the enrolment and induction of new students.
- Providing general administrative support during busy times, including assisting with the delivery of in-College examinations.
- Any other tasks necessary to the smooth running of the College Office's procedures as requested by the Academic Registrar.

Person Specification

Essential Qualifications, Skills and Experience

1. Educated to degree level, or equivalent professional experience.
2. Strong IT skills.
3. Strong oral and written communication skills.
4. A track record of administrative and project management experience.
5. Commitment to, and demonstrable experience of, process improvement.
6. A high level of organisation and accuracy and the ability to work independently and solve problems.
7. Ability to work flexibly and under pressure and to meet deadlines. A co-operative attitude and willingness to work irregular hours as the role requires (including evenings and weekends on occasion).
8. Excellent people and inter-personal skills and the ability to work collaboratively as a member of the Academic Office team. An appreciation of the fact that roles in a busy office

are not always clearly demarcated, and team members will be required to help each other out in order to ensure that the Academic Office as a whole maintains excellent standards of service.

9. Experience of handling sensitive personal data.
10. Knowledge of relevant legislation and guidelines including Data Protection, Freedom of Information, and the Equality Act 2010.
11. A strong commitment to Higher Education and to the College's and the University's admissions ambitions, particularly the promotion of student opportunity and fair access.
12. Willingness to undertake additional training and development, as required.

Desirable qualities

13. Experience of using a relational database and/ or customer relationship management systems
14. Knowledge or experience of Oxford University, one of its colleges, or of another Higher Education institution, particularly of admissions.

Application Process

Candidates should submit the following documents by closing date of **DATE**

- A completed Application Form (available on the College website) including the names and contact details of two referees, **one of whom must be your current or most recent employer**. We will assume that we may approach them at any stage unless you tell us otherwise.
- A covering letter, explaining your interest in the post and demonstrating how you meet the requirements of the person specification.
- An up-to-date CV.

Interviews will take place on **DATE**

Data Protection

Personal data is processed in accordance with Lincoln College's Privacy Policy which is available at <https://www.lincoln.ox.ac.uk/asset/Privacy-Policy.pdf>

Equal Opportunities

Lincoln College is an equal opportunities employer and are committed to building a diverse and inclusive workforce. We welcome applications from people of all backgrounds, experiences, and identities.

If you are neurodivergent or require any reasonable adjustments for other reasons such as Health or Disability, during the recruitment process, we encourage you to complete our self-certify disclosure form, [Lincoln College - Self-Certification Disclosure form – Fill in form](#)

or we would be happy to hear from you! ... our email is hr@lincoln.ox.ac.uk and Office number is 01865 279770.

Any information you provide will be treated confidentially and used solely to help us make the recruitment process as fair, accessible, and inclusive as possible and will not be shared with the Panel. Completing this section is entirely voluntary and will not affect your application.

Other Information

The appointment will be conditional on verification of the successful candidate's availability for employment in the UK.

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role.

Any enquiries related to these further particulars should be directed in the first instance to the HR Department: hr@lincoln.ox.ac.uk.