

# Job Description



<b>Job Title:</b>	Admission Assistant
<b>School/Service:</b>	Admissions, Recruitment & Partnerships Service
<b>Grade:</b>	D
<b>Responsible to:</b>	Head of Admissions
<b>Job Purpose:</b> To provide administrative and clerical support to a range of functions within the Admissions Office following student applications from receipt to enrolment. To work as part of a team to provide a comprehensive, customer focused service to applicants, their supporters and staff of the University.	
<b>Main Duties and Responsibilities:</b>	
1. To receive and process student applications to UCLan.	
2. Under supervision and where agreed criteria has been established, the postholder will assess the suitability of applicants for a programme of study to determine their potential to succeed and make the decision on whether to offer a place to the applicant.	
3. To carry out the input and retrieval of applications data using Banner, the University's Student Record system.	
4. Communicate with prospective applicants, applicants and current students, in person, by letter, by email and by telephone.	
5. To liaise with Schools, Central Services, Partner Colleges, Campuses and UCAS.	
6. To assist in supporting the Course Enquiry function.	
7. To assist in supporting the Accreditation of Prior Learning function.	
8. Provide a reception service for visitors to the Admissions Office.	
9. To undertake such other relevant duties and responsibilities, appropriate to the grade, as may be determined from time to time by the Admissions Manager. This may include working in other areas within Marketing, Communication and Student Recruitment during peak periods and assistance in the delivery of University-wide responsibilities such as Enrolment, Open Days etc. Some evening and weekend working will be required.	

<b>Name &amp; Signature:</b>		<b>Date:</b>	
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# Person Specification

<b>Job Title:</b>	Clerical Assistant
<b>School/Service:</b>	Admissions, Recruitment & Partnerships Service
<b>Grade:</b>	D

Attributes	Essential	Desirable	Measured By
<b>Work Experience</b>	Experience of working in a busy office environment	Experience of working in an HE office environment	Application form
	Accurate volume data input		Application form
	Experience of word processing		Application form and interview
<b>Education/Qualifications</b>	5 GCSEs at Grade C or above including English and Maths or equivalent		Application form
<b>Skills/Abilities</b>	Good organisational skills		Application form
	Excellent verbal and written communication skills		Application form and interview
	Ability to work accurately under pressure		Application form
<b>Other</b>	Aware of issues of confidentiality		Application form and interview
	Able to work as part of a team		Application form and interview
	An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours		Application form and interview
	Commitment to the University strategy and mission		Application form and interview