



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Contextual Admissions Administrator, Educational Engagement



Salary: Grade 4 (£19,202– £22,017 p.a.)

Reference: SESAR1192

Fixed term until May 2021

We will consider flexible working requests

Contextual Admissions Assistant

Educational Engagement, Student Education Service

Do you want to support our commitment to widen access for students from all backgrounds? Are you enthusiastic about delivering an exceptional customer service and student experience?

We are looking for a highly motivated member of staff to administrate the University's contextual admissions schemes Access to Leeds and Realising Opportunities. The role will involve the processing of Access to Leeds applications, including confirming applicant eligibility. You will also be the first point of contact for queries from both students and teachers. The administrative support for Realising Opportunities will involve similar responsibilities in support of that scheme, with support provided to the Contextual Admissions Co-ordinator in promoting the scheme to schools.

An ability to work accurately and with great attention to detail is vital to this role. Both schemes are very busy and fast moving, so an ability to work accurately to tight deadlines while working on parallel tasks is required. You will also need excellent communications skills and enthusiasm for working in the area of Widening Participation.

What does the role entail?

As a Contextual Admissions Co-ordinator your main duties will include:

- Acting as the first point of contact, for students, their parents, carers and advisors, resolving queries and escalating them where appropriate;
- Processing Access to Leeds and Realising Opportunities applications, including eligibility assessments and distribution of data across the University;
- Updating and maintaining the student database, including manipulating queries and troubleshooting problems (training will be provided);
- Presenting information to groups of varying size to encourage applications to the scheme and participation in the academic module;
- Taking an active role in implementing the team's social media plan;
- Organising events, including booking rooms, ensuring speakers and resources are available and assisting with the delivery of the events;



- Working closely with the admissions team and academic colleagues from across the university, building strong working relationships to effectively operate the admissions process and academic module;
- Assisting with the recruitment and training of Access to Leeds student ambassadors;
- Liaising with colleagues in the Educational Engagement to coordinate the promotion of both contextual admissions schemes;
- Assisting with the monitoring, review and evaluation of both the Realising Opportunities and Access to Leeds scheme;

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Contextual Admissions Administrator you will have:

- An enthusiasm for and experience of working in an administrative role, supporting student education practices and processes; delivering an excellent customer service and student experience;
- Excellent accuracy and attention to detail;
- A flexible and adaptable approach, being prepared to work occasional weekends;
- A good working knowledge of Microsoft Office and experience of using databases;
- Excellent interpersonal and communication skills, including the ability to relate effectively to people from different backgrounds, ages and levels;
- Excellent organisational and time management skills, with the ability to work independently and proactively and organise and prioritise your own workload to meet deadlines and conflicting demands;
- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues;
- An ability to build strong working relationships with internal and external contact;
- An ability to handle confidential information.



You may also have:

- Experience of working with Microsoft Access;
- Experience of using database queries and extracting data;
- Experience of working in a customer or student facing role;
- Experience of assisting with event organisation;
- Knowledge of Access to Leeds and Realising Opportunities.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Richard Kemp, Student Education Service Manager

Tel: +44 (0)113 343 7672

Email: r.m.kemp@leeds.ac.uk

Or

Katherine Dunlavy, Access to Leeds Officer

Tel: +44 (0)113 343 0098

Email: k.m.dunlavy@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page

