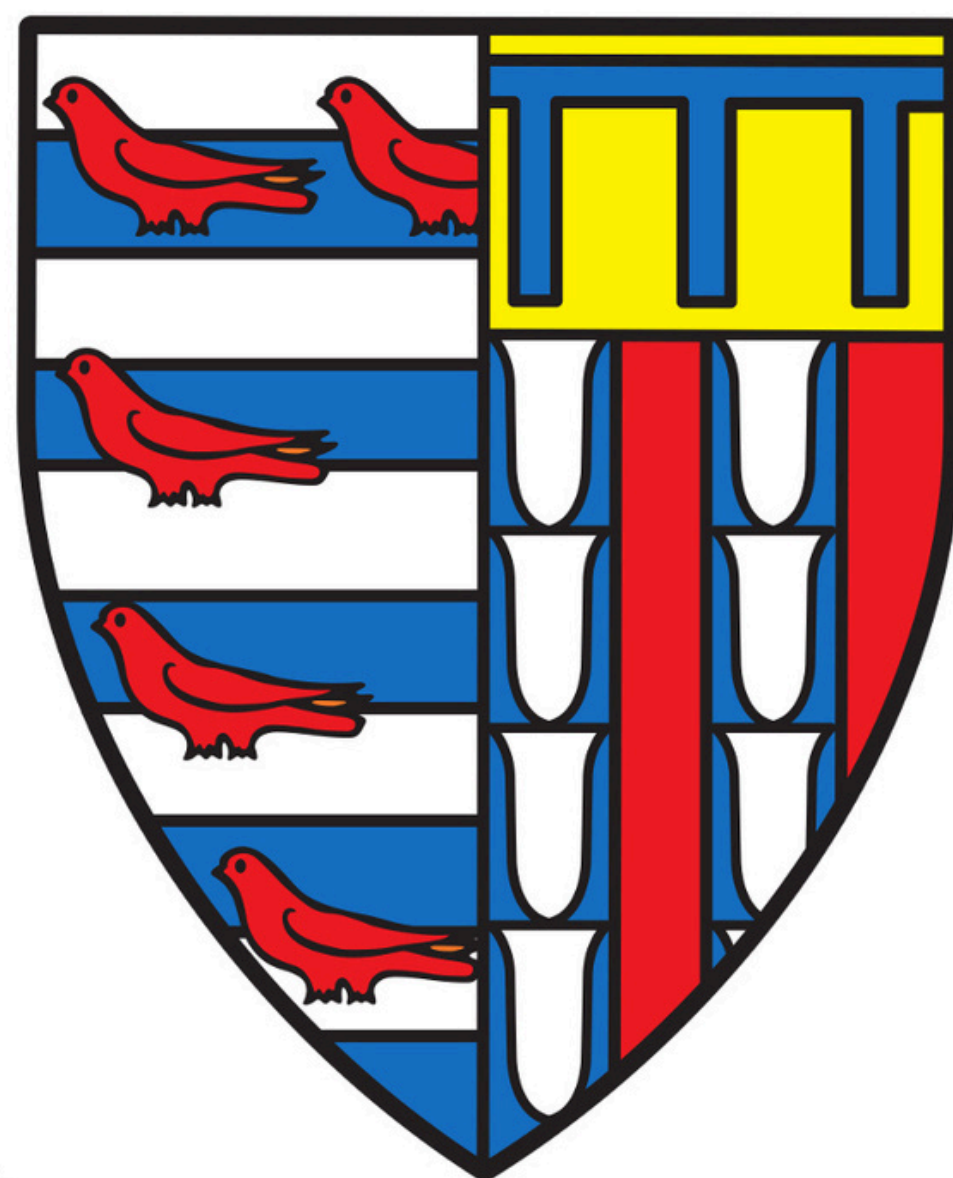


PEMBROKE COLLEGE

ADMISSIONS

OUTREACH AND ADMISSIONS ASSISTANT (FIXED TERM)



MAY 2024

CAMBRIDGE

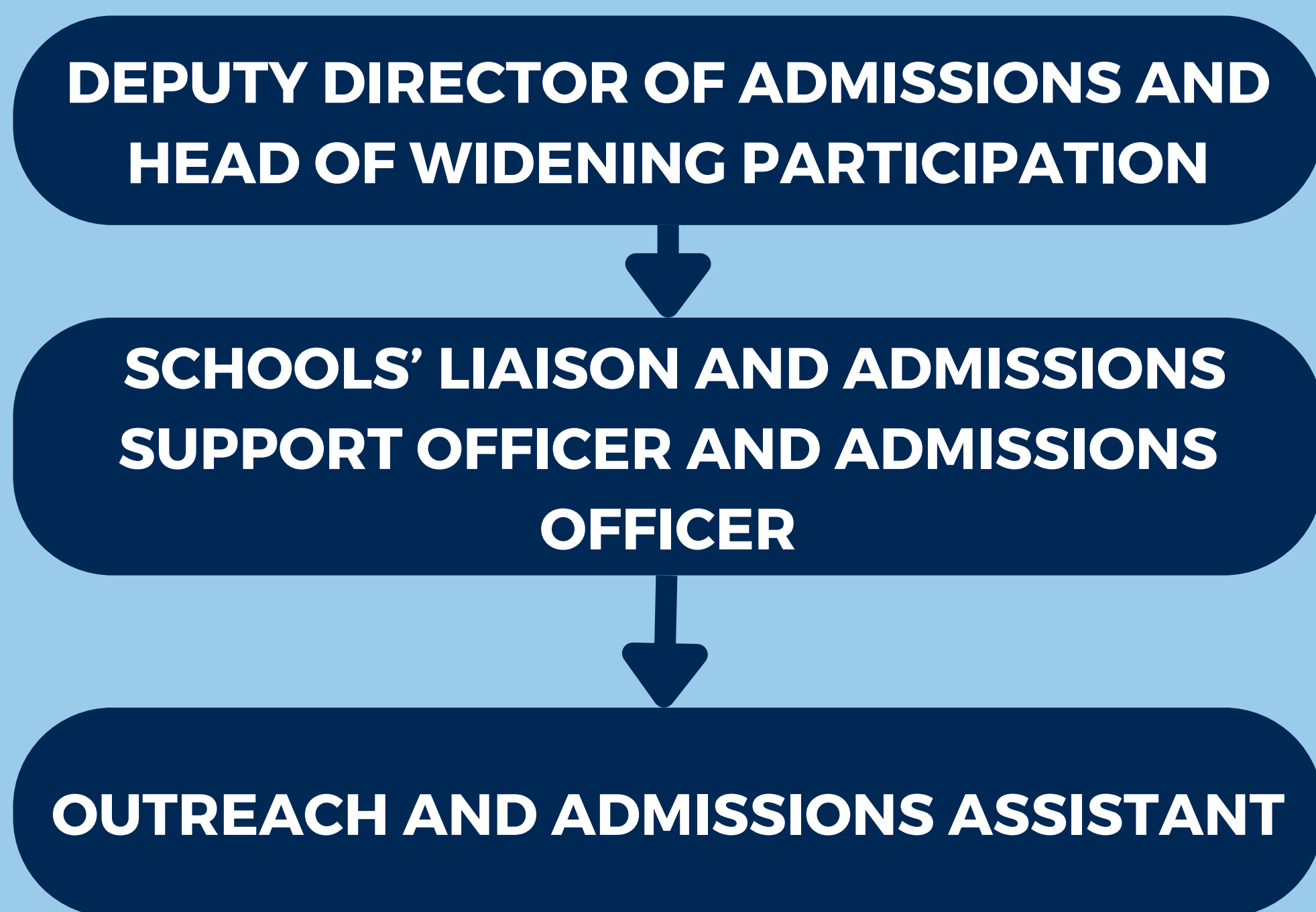
THE ROLE

The Outreach and Admissions Assistant will sit within the Pembroke Admissions Office, and provide administrative and delivery support in admissions and outreach matters to both the Admissions Officer, and the Schools' Liaison and Admissions Support Officer. It is a new role, which has been designed to support all elements of the work the Admissions Office undertakes. The Admissions Office's responsibilities are twofold; firstly, the office oversees the organisation and delivery of the admissions process for undergraduate students to Pembroke College. Secondly, it is responsible for all undergraduate outreach and recruitment work that is undertaken by Pembroke, on behalf of the College and the University more broadly. However, from the months of October-December, the whole team is primarily focussed on the undergraduate admissions round.

Whilst there will be periods where the post holder will be required to work in the office, generally speaking the Admissions Office operates a hybrid working policy. The team itself comprises: the Director of Undergraduate (UG) Admissions, the Deputy Director of UG Admissions and Head of Widening Participation, the Admissions Officer, the Schools' Liaison and Admissions Support Officer, and the new post of Outreach and Admissions Assistant.



ORGANISATION CHART



SALARY & HOURS

Salary:

£24,886 - £26,116 per annum

Hours of Work:

36.5 hours per week, with some flexibility required for occasional evening and weekend work.

Fixed Term for two years in the first instance.

The successful candidate will be required to undertake an enhanced DBS check and Safeguarding Training.

It is unlikely that the post-holder will be able to take significant holiday during the admissions round (October-Christmas) or the peak recruitment season (March-mid April and late June-mid July). Any days of holiday that the post-holder wishes to request during these periods must be agreed in advance.

JOB DESCRIPTION

This job description and person specification outline the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Responsible to: Director of Admissions.

Responsible for: Assisting the Schools Liaison Officer with outreach. Assisting the Admissions Officer with the administration of the undergraduate admissions process and recruitment.

Location: Pembroke College, Cambridge.

Work Experience: Administrative experience would be an advantage.

Skills:

- Flexible and professional approach to work.
- Excellent administrator with high levels of accuracy.
- Highly organised with good time management skills.
- Ability to demonstrate calmness, patience, tact, and diplomacy under pressure.
- Strong teamworking skills.
- Maintain appropriate levels of confidentiality of data.
- Comprehensive IT skills, with a very good working knowledge of the Microsoft suite (particularly Word, Excel, PowerPoint and Outlook).
- Experience of using databases.
- Experience of using various different social media channels, preferably in a professional capacity.
- Ability to communicate effectively and professionally, both verbally and in writing.
- Accurate numerical skills.
- Adaptive to change and variety.
- Knowledge of, and commitment to, outreach and widening participation to Higher Education in the UK.
- Awareness of the issues that affect student recruitment, especially of under-represented groups, to Cambridge.

Main Duties and Responsibilities:

- Collating and electronically filing documents relating to applicant and offer holder information, as requested by the Admissions Officer, including downloading Cambridge Applicant Print Outs, certificates and other information.
- Collating files and information for relevant tasks, including information for interviewers' packs and Winter, Summer, and August Reconsideration Pools.
- Register applicants for College-Registered Assessments.
- Supporting the Admissions Office in data-inputting including interview scores and Higher Education Access Tracker (HEAT) data.
- Check interviewing schedules and input into CamSIS.
- Use of internet and database systems to find school performance and country qualification information.
- Setting up the College for in-person interviews, including signage and delivering pre-reading.
- Being primary point of contact for troubleshooting during online interviews, and invigilating College-registered assessments and relevant pre-reading both online and in person.
- Assisting the Admissions Officer with all other aspects of the undergraduate admissions process, as required.
- Assisting with the creation and provision of unsuccessful applicant feedback.
- To support the Admissions Officer during confirmation period with administrative tasks.
- Update presentations and other documents for events, using PowerPoint, or another suitable programme.
- Oversee the travel support scheme for eligible students attending outreach and recruitment events, and interviews, including accommodation and related tasks.
- Assist in producing publicity materials using Canva, or another suitable programme, for a range of audiences and purposes.

JOB DESCRIPTION CONT'D

- To assist with the Admissions Office social media accounts, including creating and editing content to communicate with, and promote the College to, a diverse range of key stakeholders.
- To stand in for the Schools Liaison Officer and Admissions Officer when appropriate, and required.
- To assist administration, organisation, and delivery for outreach and recruitment events.
- To support the Schools Liaison Officer with administrative aspects of the student ambassador scheme, including employment contracts (in liaison with HR), recruitment for events, and timesheets.
- To maintain accurate records of budget expenses within assigned codes.
- To update the admissions and outreach pages of the College website.
- To be the primary point of contact for the Undergraduate Access Officer on the Junior Parlour Committee.
- To undertake other duties commensurate with the grade, as may be required to support the work of the Admissions Office.
- To keep up-to-date on key issues and developments in the sector, as they relate to the collegiate university.
- To maintain knowledge of admissions requirements and processes, to best advise prospective applicants.





PERSON SPECIFICATION

Essential

Qualifications

- Educated to A level or equivalent, including a minimum of a grade 6 in Maths and English GCSE (or equivalent).

Skills/knowledge/training

- Excellent administrator with high levels of accuracy.
- Effective and efficient organisation skills.
- Ability to demonstrate calmness, patience, tact, and diplomacy under pressure.
- Competent and efficient IT skills, with a very good working knowledge of the Microsoft suite (particularly Word, Excel, PowerPoint and Outlook).
- Ability to learn how to use previously unfamiliar databases.
- Sound and accurate verbal and numerical skills.
- Strong teamworking skills.

Experience

- Experience of working with complex spreadsheets.

PERSON SPECIFICATION CONT'D

Personal attributes

- Excellent telephone manner.
- Flexible and professional approach to work.
- Ability to self-manage workload with minimum supervision.
- Calmness and patience under pressure.
- Ability to maintain confidentiality of data.
- Adaptive to change and variety.
- Excellent organisational skills including a good eye for detail.

Special Conditions

- Some weekend and evening working may be required.
- Flexible hours will be required.

Confidentiality

- The postholder will work with personal data and will need to maintain appropriate levels of confidentiality. The postholder will need to be sensitive to the requirements of data protection/GDPR legislation.

Desirable

- Undergraduate degree.
- Experience of working with databases.
- Experience of working flexibly.
- Experience of widening participation/outreach/recruitment work.
- Experience of multi-tasking and working on different projects simultaneously.
- A driving licence is desirable but not essential. Mileage and travel expenses will be paid subject to the College's policy on travel expenses.

ADDITIONAL INFORMATION

Health and Safety:

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

Safer Recruitment:

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check.

Equal Opportunities:

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.



HOW TO APPLY

If you would like to have an informal conversation about the post, or require this pack in a different format, please contact:
Aimee-Jane.Denman@pem.cam.ac.uk

Please complete an [Application Form](#) and [Rehabilitation of Offenders Form](#) (compulsory), and an [Equal Opportunities Form](#).

Completed application forms can be emailed to: hr@pem.cam.ac.uk or alternatively posted to The HR Office, Pembroke College, Trumpington Street, CB2 1RF. Please do not include separate CVs.

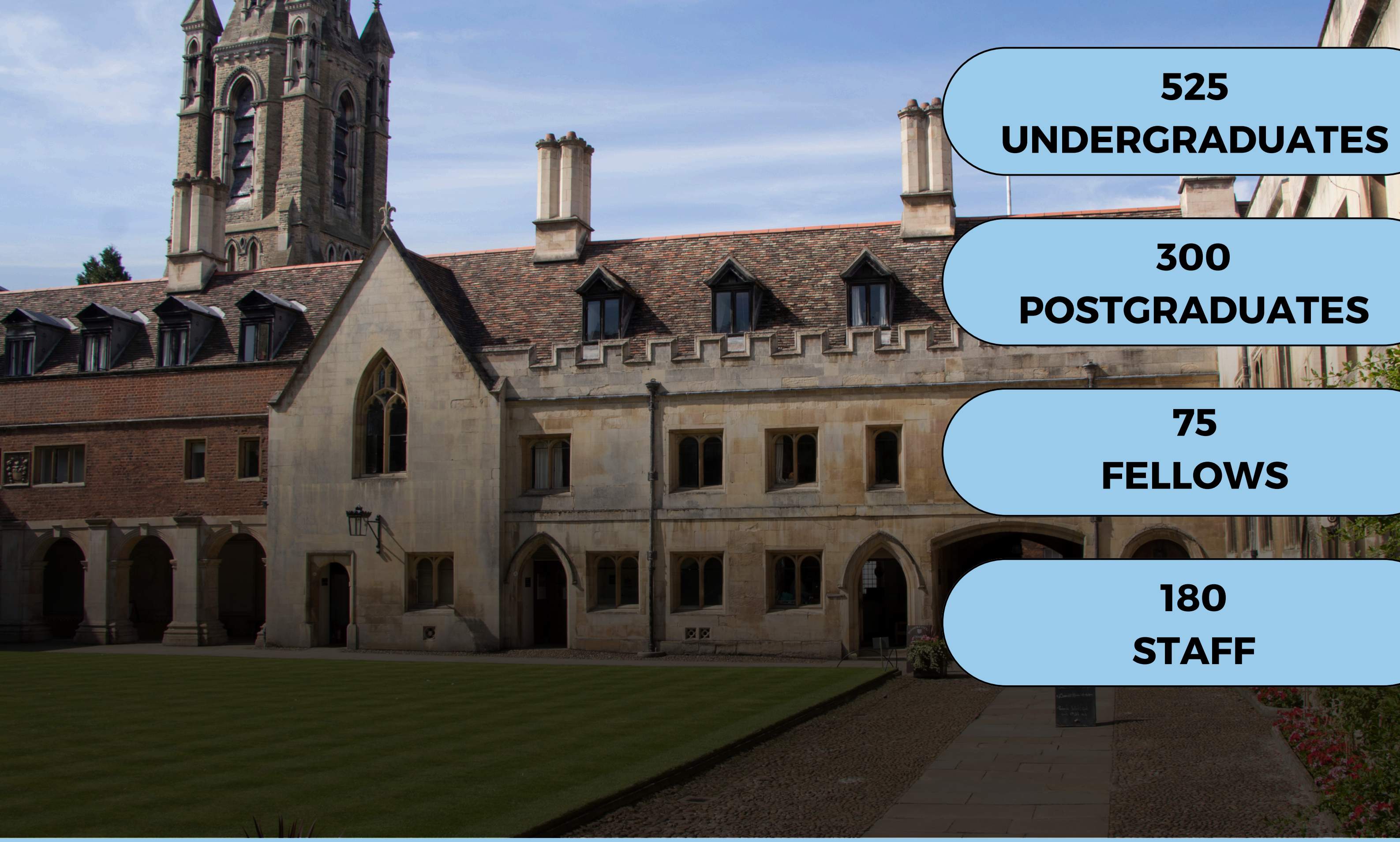
Closing Date: Monday 10th June 2024 at 09:00am

Interview Date: Likely to be on 9th/10th July 2024

We look forward to hearing from you.

[Privacy Statement](#)





**525
UNDERGRADUATES**

**300
POSTGRADUATES**

**75
FELLOWS**

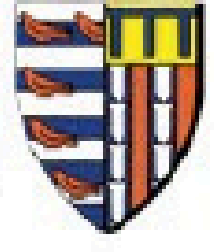
**180
STAFF**

INTRODUCING PEMBROKE COLLEGE

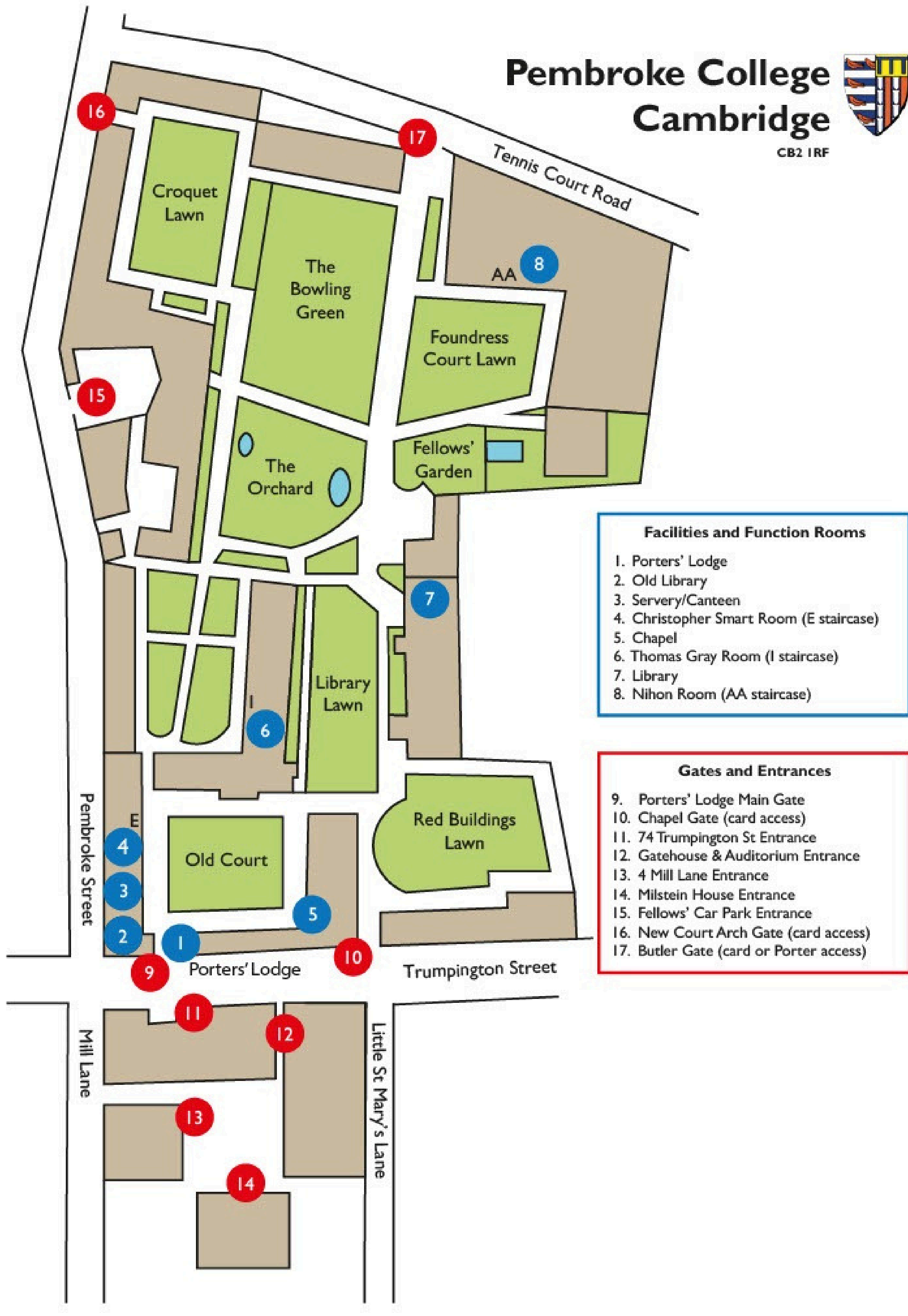
Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. We are the third oldest of the Cambridge colleges, but forward thinking and dynamic in our approach. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.

Pembroke College Cambridge



CB2 1RF



Facilities and Function Rooms

1. Porters' Lodge
2. Old Library
3. Servery/Canteen
4. Christopher Smart Room (E staircase)
5. Chapel
6. Thomas Gray Room (I staircase)
7. Library
8. Nihon Room (AA staircase)

Gates and Entrances

9. Porters' Lodge Main Gate
10. Chapel Gate (card access)
11. 74 Trumpington St Entrance
12. Gatehouse & Auditorium Entrance
13. 4 Mill Lane Entrance
14. Milstein House Entrance
15. Fellows' Car Park Entrance
16. New Court Arch Gate (card access)
17. Butler Gate (card or Porter access)