JOB TITLE: MBA ADMISSIONS AND RECRUITMENT COORDINATOR - OPERATIONS (SECONDMENT COVER)

REPORTS TO: HEAD OF MBA RECRUITMENT & ADMISSIONS

Background

The Cambridge MBA is a major teaching programme at Cambridge Judge Business School. It is the primary means by which the School has been able to grow and establish its reputation. The MBA class size is currently 208. Our focus in the coming years is to raise the quality of the student body in an increasingly competitive environment.

Annual income generated is currently £11m. The MBA office is responsible for all organisational aspects of delivering the MBA programme, including marketing, admissions, teaching materials, co-ordination of faculty and other internal and external input to the programme, feedback, examinations, student welfare and careers advice.

Our total fees are £53,000 for a one-year programme, and our students are experienced professionals who demand a level of quality and service commensurate with the programme fee and with their experience of standards in the corporate world.

The role

The role plays a key part in the admissions process and promoting the MBA. The MBA Admissions office is responsible for all organisational aspects of delivering the admissions process. All applications for the MBA programme are made direct to, and processed by the MBA Admissions office at Cambridge Judge Business School and not handled by the Board of Graduate Studies.

The post holder is responsible for the smooth functioning of an online application system that handles about 3,000 applications in progress at any one time, with nearly 1,500 applications submitted annually. The post holder has to ensure that the system matches the correct references to each applicant and that the correct application and interview decisions are sent to each and every applicant. In addition, the post holder has to verify academic transcripts of interview candidates, and liaise with the international team to ensure that each admitted student has the appropriate visa and CAS number where necessary. The consequences of a mistake in the visa arrangements can be very serious to the School and the University. The post-holder also manages the logistics related to faculty interviews, College placements for the students and deals with any queries. The role holder is responsible for organising face-to-face visits for potential applicants and promoting the programme.
MAIN RESPONSIBILITIES

Admissions administration

• Processing applications from the time they arrive and until they are assessed, including receiving and acknowledging application documentation and ensuring it is complete and accurate.

• Corresponding with applicants and referees including following up and monitoring of references and other documentation. Bringing to the attention of Head of MBA Recruitment and Admissions if there are serious concerns with any application.

• Dealing with queries from applicants on all issues regarding the application process and details of the MBA programme.

• Pairing prospective candidates with current students and alumni who act as advisors in their application decision.

• Managing the online admissions database.

• Liaising with IT to ensure that the online system is updated and tested regularly.

• Ensuring that offer letters, emails and queries are updated on a regular basis.

• Management of applications - updating which stage of process applications are at, updating of College confirmation.

• Running queries and analysing data as required.

• Reconciling references submitted online with online applications.

• Ensuring that we have verified academic transcripts for all interview candidates.

• Arranging schedule of six on-campus interview days, telephone interviews and overseas interviews (approximately 400 interviews per year).

• Liaising with faculty to confirm availability and to provide information regarding interview candidates and arrangements for the interviews. Collating faculty feedback regarding interview candidates.

• Ensuring the management of the interviews, booking rooms for interviews and careers sessions. Making the arrangements for associated events such as lunch and afternoon tea. Liaising with current MBA students to ensure attendance.

• Organising of six pre-interview day dinners at a Cambridge College. Interacting with the Colleges to ensure correct choice of venue and requirements for event. Liaising with interview candidates and current students regarding attendance.

• Interacting with potential students to provide detailed information about the MBA and answering queries.

Marketing

• Arranging and hosting visits for top potential candidates on an ad-hoc one-to-one basis.

• Assisting with three Cambridge MBA open days each year.

• Occasionally hosting Cambridge information sessions and representing the School at fairs in various worldwide locations. Events for large groups of potential applicants (c.50) to learn more about the Cambridge MBA.
Candidate selection

- Reading approximately 200 candidate applications per year and making recommendations to the Admissions Committee regarding the suitability of candidates to interview in order to meet agreed targets and desired profiles. Conducting reference and academic checks to ensure candidates have provided accurate information and to explore any areas of weakness or concern in the application.

Candidate welfare and enrolment

- Along with the other MBA Recruitment and Admissions Coordinators, be the first point of contact for enquiries regarding the programme and advising candidates on their suitability for the programme.
- Monitoring of students using the community platform that enables students and current students to interact with each. Proactively providing relevant information to incoming students and dealing with any queries raised to ensure that incoming students have the correct information and also the correct impression of the School.
- First point of contact for about 30 accepted candidates. Resolving queries about the enrolment process, advising candidates of suitable College options and coordinating the submission of their application papers.
- Facilitating and coordinating liaison between the MBA candidate and their College, primarily working with the Senior Tutor and Admissions Secretary at each College.
- Scrutinising and verifying financial documents provided in a range of currencies to ensure the necessary funds are available for a candidate to take up their place.
- Providing candidates with guidance on financial aid available and presenting cases to the Admissions Committee with recommendations for suitable levels of needs based awards or suitability for merit based awards.

Liaise with external stakeholders

- Liaising with the University's International Students Team to keep updated on student visa regulations. Checking that all students comply with the relevant visa regulations and providing accurate information regarding incoming students to the International Student Team, and ensuring accurate CAS statements are issued to students.
- Spotting any visa irregularities (e.g. unused CAS numbers, failure to meet language requirements) and highlighting cases to School's PBI office where necessary.
- Liaising with Colleges to ensure placement of 208 MBA students and subsequent enrolment information.
- Liaising with Colleges regarding scholarships requirements and applications.
- Liaising with MBA Programme Management to ensure smooth transfer of information regarding incoming class. This includes dissemination of reading lists and materials to the incoming class in the summer before they arrive, providing detailed information of each student which is needed by the MBA Programme Management team to assign study groups and streams.
- Liaising with the School's Finance Office regarding student fee payments.
- Liaising with scholarship committees (currently, St Catherine's, Gates, Cambridge Trust) to ensure that only the most qualified and relevant candidates are put forward for these scholarships.
- Liaising with the Language Centre to arrange assessment of candidates to ensure they meet required University and UKVI standards.
• Working with IT to ensure updates to the system are made on an annual basis, including the application itself and offer documents. Working with IT throughout the admissions cycle to highlight any problems with the system and ensure that they are corrected.

• Confirming details of eligible students and managing the administration from the School’s perspective.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the ‘suitability for the role’ section of the online application form.

Essential

• Degree level education or equivalent.
• Previous office experience.
• Excellent organisation and prioritising skills - particularly in organising, participating in and delivering events.
• Excellent oral and written communication skills, including presentation skills and the ability to act as an ambassador for Cambridge Judge Business School and the University of Cambridge.
• Experience in a customer-facing role and/or customer relationship management.
• Knowledge or interest in Higher and Further Education, particularly the MBA market. In addition a willingness and interest to participate in international MBA conferences and other professional activities.
• Knowledge of or willingness to learn about student profiles and desirable characteristics for admission and post MBA employment.
• Ability to keep abreast of national (and international) developments in admissions practice and policy.
• Financial awareness including budget monitoring and the ability to manage University credit card expenses and ensure compliance with University purchasing procedures.
• Experience of working with people from other countries and cultures; ability to deal with a wide range of people and cultures at all levels within and outside the organisation.
• Experience of building and maintaining effective working relationships with stakeholders at all levels.
• Excellent interpersonal skills, with a record of influencing and motivating others.
• Competence in using Microsoft Office suite.
• Ability to work both independently and within a small team setting.
• Ability to act on own initiative and quickly learn office and recruitment processes.
• Ability to work with accuracy and to deadlines.
• Ability to work under pressure, think on your feet and use own judgement.
• Ability to work with sensitivity and discretion, particularly in handling confidential information and ensuring compliance with data protection principles.
• Willingness to travel internationally alone, sometimes for extended periods and to also work non-standard hours during busy recruitment periods, including weekends.

Desirable
• Experience and knowledge of UK Visas and Immigration Tier 4 regulations and compliance requirements is beneficial but not essential.
• Experience of marketing/sales, and/or planning events, including overseas events.
• A good working knowledge of and ability to research and identify funding sources available for students.
• An understanding of the higher and further education environment including international qualifications and universities.
• Experience of using databases; it would be an advantage to have knowledge of Microsoft Dynamics for admissions management and experience in using CamSIS.
• Experience of working in a top tier higher education establishment in a client facing role is highly desirable.
• Additional language skills would be an advantage.

Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £25,728-£29,799 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

This position is for up to 12 months or until the return of the permanent post holder whichever is sooner. Internal applicants wishing to undertake a secondment are also welcome to apply.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.
Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 28 January 2018.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.