

JOB TITLE: ADMISSIONS ADMINISTRATOR, MASTER OF FINANCE (FIXED TERM)

REPORTS TO: ADMISSIONS COORDINATOR, MASTER OF FINANCE

Background

The Master of Finance (MFin) is a major teaching programme within Cambridge Judge Business School (CJBS). Unusually for the University, MFin applications are not routed through the Postgraduate Admissions Office, instead the entire student recruitment workload currently falls to the MFin Admissions Team.

The MFin Admissions Administrator is integral to the continued success and growth of the programme. The role holder will support the MFin Admissions Coordinator in ensuring that the MFin programme meets the growing class-size targets, while maintaining a high-quality class.

The role holder is responsible for the day-to-day running of the admissions process, as well as supporting the MFin Admissions Coordinator and Executive Director of the MFin in executing the marketing strategy, to ensure that application numbers, and subsequently student numbers, are increased and aligned with the Business School's overall recruitment and budget targets.

The role

The MFin Admissions Administrator plays an important role in shaping the MFin class, by promoting and attracting the best candidates to apply to the programme, assessing their suitability, and persuading them to accept their offer. The role holder ensures that all candidates who are made an offer meet the necessary University requirements, and will contribute to, and benefit from, life at Cambridge. Successful candidates will become ambassadors of the programme and wider University, so the MFin Admissions Administrator plays an important role in managing the academic and institutional reputation of the University.

The role holder is the first point of contact for all stakeholders involved in, or affected by, the admissions process, and their performance has a direct impact on whether candidates apply to, and subsequently accept, an offer of a place on the course. They are a key decision maker throughout the admissions process; assessing each application, deciding on which candidates will be shortlisted for interview, evaluating, and approving offer conditions, and making recommendations to the Admissions Committee.

The MFin Admissions Administrator also plays an important role in determining the financial revenues for Cambridge Judge. With a class size of over 80 students - which is expected to increase in size over the next few years - the role-holder has to achieve this target while maintaining the high quality of students, and not sacrificing diversity indicators such as gender ratios, distribution of nationalities etc.

Main responsibilities

The role holder is responsible for ensuring that the MFin programme meets its growing class size targets, while maintaining a high calibre of candidates. The main purpose of the role is to manage the admissions process, from initial enquiry, through to application submission and offer stage.

Admissions management

- Oversee the shortlisting of applications, refer to the MFin Admissions Coordinator as necessary.
- Arrange interviews for shortlisted candidates and make conditional offers of admission to successful candidates.
- Support offer-holders throughout the offer acceptance process.
- Oversee the college application process for all accepted candidates.
- Make recommendations on the allocation of scholarships to the Admissions Committee.

Recruitment and offer conversion

- Responsible for a high conversion rate from offers to accepted candidates.
- Maintain and develop strong relationships with each offer holder.
- Resolve candidate queries in a professional and efficient manner.
- Ensure candidates have met their offer conditions.
- Monitor the offer pipeline and refer individual cases to the MFin Admissions Coordinator as necessary.

Scholarship and funding

- Evaluate scholarship eligibility of candidates, and in conjunction with the MFin Admissions Coordinator, recommend type and amount of funding to award.
- Maintain and update policies and selection criteria for scholarships.
- Ensure that all tuition fees are paid; authorise deadline extensions and alternative payment schedules.

Candidate welfare and enrolment

- Develop and implement individual conversion plans for over 100 offer candidates to maximise the number of acceptances.
- Scrutinise and verify financial documents and academic qualifications and check language conditions have been met.
- Set appropriate offer conditions as necessary; advise candidates on a range of sensitive issues.

Relationship building and stakeholder engagement

- Represent the programme on admissions matters within the Business School, Colleges, wider University and externally.

- Cultivate relationships with alumni and current students to encourage their involvement in MFin promotion.
- Build strong relationships with the Colleges' admissions teams and ensure the annual student quotas are met.
- Represent the MFin programme at the monthly cross-programme admissions meeting to share best practice.

Marketing and promotional activity

- Represent the programme at interview days, recruitment events, information sessions and open days.
- Host multiple webinars throughout the year.
- Identify any trends or weaknesses in the applicant pool and propose recommendations and adjustments to the marketing strategy.

Research and analysis

- Compile admissions statistics for a variety of stakeholders, including the programme Director, Postgraduate Admissions Committee and other University departments.
- Provide regular updates throughout the admissions cycle to the MFin Admissions and Marketing team on progress against targets set.
- Ensure the admissions policies are consistent with the other premium programmes in Cambridge Judge by regularly consulting peers on the other premium fee programmes.

Systems development and management

- Work closely with the MFin Admissions Coordinator to manage the ongoing development of the programme's online application form in line with University guidelines and programme requirements.
- Determine where improvements could be made to the application system and work with IT to implement the changes.
- Ensure effective implementation by carrying out testing and signing-off changes on behalf of the programme.

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:

- Educated to degree level standard or equivalent experience.
- Experience of working in a corporate or higher education environment.
- Knowledge and experience of admissions in the higher education and/or graduate sector, or experience in selection/recruitment of people.

- Knowledge of the international MFin market and the programmes offered by other leading business schools.
- Experience of analysing/presenting statistical information to inform and develop admissions and marketing strategy.
- Excellent communication and interpersonal skills. Able to develop and build strong relationships, and represent the programme, Business School and wider University.
- Ability to exercise a high degree of responsibility, judgement and initiative.
- A high degree of discretion, as dealing with confidential information. Cultural awareness and sensitivity.
- Strong project management skills with the ability to think strategically, multitask and deliver to deadlines.
- A high level of computer literacy and competent in the use of Microsoft Office software. Familiarity with computer databases, ability to manipulate and present data, and to learn new and complex computer systems.
- Commitment to providing outstanding levels of customer service.
- Ability to work under pressure and to tight deadlines. Highly developed planning and analytical skills, and a flexible approach to work.
- Ability to negotiate and influence at a senior level whilst maintaining positive relationships.
- Excellent written and spoken English.
- Willingness to work some weekends and evenings would be desirable.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £27,929-£32,348 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 is a fixed term role for one year in the first instance or until the return of the substantive role holder, whichever is sooner.

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 8 December 2022.

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.

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 by email on hr@jbs.cam.ac.uk.