JOB TITLE: MARKETING AND ADMISSIONS COORDINATOR, MASTER OF ACCOUNTING (FIXED TERM)

REPORTS TO: MARKETING & ADMISSIONS MANAGER, MASTER OF ACCOUNTING

Background

The Cambridge Master of Accounting (MAcc) is a unique 24-month long part-time programme taught at Cambridge Judge Business School (CJBS) over eight week-long teaching blocks. Unlike other programmes at Cambridge, MAcc applications are not routed through the Board of Graduate Studies. As such the entire marketing, student recruitment, and admissions workload falls to the MAcc team.

The Marketing and Admissions Coordinator will be responsible for the management and running of the MAcc admissions process from initial enquiry, through to application submission and to final offer stage. On the marketing side, the role holder is responsible for supporting the MAcc Marketing and Admissions Manager with the execution of the programme’s marketing strategy, which involves the production of marketing materials such as the website, annual media plan, advertising creative, and arranging promotional events and fairs. This also includes assisting in decisions around budget allocation for admissions and marketing to meet the goals of MAcc student recruitment; producing and analysing admissions and marketing statistics used in planning for the future development of the MAcc programme; using initiative on a daily basis to identify potentially strong applicants and ensuring they establish a strong and positive relationship with these applicants. The role holder will work very closely with the MAcc Marketing and Admissions Manager on both of these areas. In addition to this, the role holder is also the first point of contact for all enquirers, applicants, and the wider finance industry, organising student recruitment events, managing the interviews undertaken by faculty, finding College places, and dealing with financial matters (fees and funding) for the candidates. The role holder will also be required to attend marketing events and information sessions.

As the primary point of contact for stakeholders involved or affected by the admissions and process the postholder’s performance has a direct impact on how effectively or smoothly the process runs and whether candidates apply to and subsequently accept an offer of a place on the course.

The role

The purpose of the role is to co-ordinate the marketing and admissions processes and systems within the programme, in order to provide an efficient admissions experience for prospective students.

Main responsibilities

- Manage the processing of applications for admission. Develop and maintain and review processes and develop systems for the effective administration of the application process, correspond with prospective students where necessary, ensure the assessment of all applications by the admissions committee and liaise with relevant people/departments regarding the application process.
• Support the candidate selection process by reading applications and making recommendations to the admissions committee regarding the suitability of candidates for interview, conduct reference and academic checks to ensure candidates have provided the required information.

• Provide financial administration support, monitor expenditure against budgets, raise purchase orders for suppliers and invoices for student fee payments, process expenses claims, liaise with accounts department to ensure that accounts are up to date and in line with University rules and financial regulations.

• Support in the analysis of admissions data. Provide reports and analysis of student data from departmental records and other university student information systems.

• Act as first point of contact for department admission enquiries received either by email, telephone or face to face from stakeholders such as potential and incoming students, Cambridge Judge/University faculty staff, including, explain admission procedures and requirements to students and staff.

• Organise, co-ordinate and support marketing and promotional events, manage and update the course website and course related documentation. Manage the regular email communications and newsletters to prospective applicants. Any other reasonable marketing related duties as required by the Marketing and Admissions Manager.

• Co-ordinate interviews of prospective students, arrange dates and times, book transport, venues, audio visual (AV) (for web-based interviews) liaise with internal and external stakeholders, ensure successful students get the support they need by liaising with the relevant people.

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 at least A level standard or equivalent experience.

• Experience of working in an administrative role in a higher education environment.

• Experienced user of Microsoft Office.

• Excellent communication and interpersonal skills.

• Strong organisational skills.

• Demonstrate factual and theoretical knowledge of admissions and marketing administration.

• Accuracy and keen attention to detail and the ability to maintain this under sustained pressure.

• Event administration/organisation.

• Occasional evening and weekend work required. Candidate must be willing to occasionally work outside normal working hours.

Benefit

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 full time equivalent.
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 for nine months in the first instance.

This is a hybrid role working minimum of two days in the office.

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 14 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.