



Job Description

Job Title:	Academic and Admissions Officer
Accountable to:	Academic Services Manager
Hours:	Full time (35 hours per week)
Grade:	University Grade 5

Overview of the role

The Academic and Admissions Officer is responsible for the operational delivery of the graduate admissions cycle and for providing high-quality academic and student administration support across the student lifecycle. The role plays a key part in planning, coordinating, and implementing admissions processes, managing key deadlines, and delivering start-of-year activities, with a particular operational focus on graduate admissions and forward planning for admissions cycles. In addition, the post contributes to effective on-course student administration throughout the year, supporting consistent practice, accurate record-keeping, and responsive student support.

The post is based within the Academic Office, a team of four staff members that supports students from admissions and enrolment through to graduation and plays an important role in the overall student experience at the College. The Academic and Admissions Officer works closely with the Academic Services Manager, and other colleagues to ensure the smooth day-to-day functioning of academic administration. All members of the team report to the Head of the Academic Office. The post-holder will be required to work on site at the College.

Main Duties and Responsibilities

The post-holder undertakes a broad range of operational and administrative tasks that contribute to the effective running of the College's academic administration. Some responsibilities are shared across the Academic Office to ensure resilience and continuity of service, particularly during peak periods. The role has two main elements:

(i) **graduate admissions and start of year activities**, and (ii) **on-course student administration**.

Within these areas, the Academic and Admissions Officer works to agreed processes and timelines, supports the integrity of student data, and plays an active role in ensuring a professional, student-focused service is delivered consistently throughout the academic year.

Graduate admissions and start of year activities

Oversee and manage all aspects of the graduate admissions process under the direction of the Academic Services Manager and Tutor for Admissions, delivering the operational management of the graduate admissions cycle through forward planning, coordination of key deadlines, and implementation of admissions and start-of-year processes.

Key duties include:

- Administering the day-to-day administrative operations of the graduate admissions process, including the use of the University's eVision system (training provided) and the collation of admissions evaluations for the Tutor for Admissions.
- Maintaining up-to-date knowledge of University regulations, policies, and procedures relating to graduate admissions, and ensuring that admissions processes are administered in line with current requirements.
- Act as a key point of contact for graduate admissions, responding to enquiries, monitoring regulatory and procedural changes, advising the Head of the Academic Office on implications for College admissions processes, and liaising with central Graduate Admissions and Funding teams, departments, and faculties.
- Administer the planning and coordination of the pre-arrival period, establishing key deadlines, communications, and activities from offer acceptance, webinars and pre-arrival newsletters to enrolment and Welcome Week.
- Working with Academic Services Manager and the Head of the Academic Office to review and update admissions forms and letter templates on an annual basis, ensuring compliance with University regulations, legal requirements, and agreed procedures.
- Reviewing faculty course offerings to identify new or updated programmes suitable for acceptance, and make recommendations to the Academic Office and Admissions Tutor.
- Processing graduate student applications through to decision, including downloading applications from the University database; ensuring application details and fee status are accurately recorded on the College database; entering admissions decisions onto University and College systems and issuing offer letters.
- Preparing and issuing Offer Packs for new graduate students, including clear induction and welcome information, and ensuring accurate fee status and fee liability in line with University guidance, alongside processing financial declarations and forwarding them for final approval where required.
- Producing admissions data and statistics as required to support monitoring and reporting.
- Ensuring that all admissions-related documentation is filed accurately and in a timely manner.
- Tracking offers, acceptances, and withdrawals, and contributing to the monitoring of the overall admissions position throughout the admissions cycle.
- Providing clear and accurate records of student financial arrangements to the College Accounts Team.
- Organising and administering all aspects of Matriculation (Michaelmas, Hilary, and Trinity Terms, as required).
- Producing lists of new students as required and maintaining accurate and up-to-date records on the College database.
- Ensuring that students who commence their studies outside the standard induction period receive appropriate induction and information.
- Organise enrolment sessions for new students and support the Head of the Academic Office with other Welcome events, including Welcome Dinners.
- Acting as the first point of contact for the University Student Immigration Team, maintaining accurate immigration-related records and up-to-date knowledge of relevant procedures.

- Ordering and issuing University cards and ensuring that right-to-study checks are completed and recorded accurately on eVision, in line with UKVI requirements.
- Working with the Academic Services Manager to administer scholarships for incoming students.
- Management of daily enquiries from prospective scholars' applicants, referring on and / or following up as required; monitor the Funding inbox and deal with in person enquiries.
- Ensuring all scholars-related spreadsheets are updated in a timely manner and in accordance with current data protection legislation

On-course student administration

Although each team member will have specific tasks and duties, they will share general student administration throughout the year and support each other at busy times.

Duties for the Academic and Admissions Officer include:

- Managing day-to-day enquiries from applicants, current students, and graduands, responding directly where appropriate and referring or following up with colleagues as required; monitoring the Academic Office inbox and handling in-person enquiries as part of a shared team responsibility.
- Preparing and certifying standard student documentation, including status letters, transcript letters, and enrolment certificates.
- Supporting the Academic Services Manager with the annual rollover of student records by providing accurate and timely data.
- Providing the Lodge with up-to-date student lists on a termly and annual basis, as required, to support the allocation of pigeon holes.
- Allocating College Advisors and maintaining an up-to-date advisor list on a termly basis, in conjunction with the Head of the Academic Office and Senior Members Manager, including ensuring accurate input to eVision.
- Maintain accurate student records in line with UK data protection legislation and College records management policies, liaising with relevant College and University departments as required.
- Contributing to student-facing information and communications, including input and updating relevant sections of the College website.
- Planning, organising, and supporting Graduation ceremonies as required, as part of a shared team responsibility (together with the Academic and Support Officer).
- Providing administrative support during examination periods, including setting up College examinations, coordinating invigilators, collecting examination papers, and covering designated examination core hours, which may include work outside standard office hours.
- Raising concerns relating to students with the Head of the Academic Office and the Senior Tutor, in accordance with College procedures.
- Organising termly DPhil Dinner attendance and associated administrative arrangements.
- Assisting the Academic Services Manager with the administration of the College's annual scholarship awards, termly travel grants, and writing-up bursaries.
- Undertaking a time-limited project to review, organise, and manage the storage of historic student records in line with GDPR and data retention requirements.
- Ensuring that passport and eVisa information is recorded, monitored, and kept up to date in accordance with current UKVI requirements, with accurate entry of data onto eVision.

Other duties

The post-holder will be required to undertake other duties appropriate for the grade at the direction of the Academic Services manager and Head of the Academic Office, and provide cover for colleagues in the Academic Office in case of absence.

This is a newly-configured role, and as such the full range of duties may be adjusted in consultation with the post-holder in response to the evolving needs of the office.

Person Specification

Essential

- Excellent written and verbal communication skills, with the ability to communicate clearly, professionally, and sensitively with a wide range of stakeholders, including applicants, students, academic staff, and external colleagues;
- Strong numeracy skills, with confidence in handling data, tracking figures, and producing accurate reports and statistics
- Very strong IT skills appropriate to a Windows-based office, including advanced use of Excel (e.g. spreadsheets, data analysis, tracking, and reporting) and confidence in learning new systems quickly
- Strong organisational and time-management skills, with the ability to plan ahead, manage competing priorities, meet deadlines, and maintain accuracy during busy peak periods;
- Proven ability to work collaboratively and flexibly as part of a small team, contributing to shared responsibilities and providing cover during busy periods or colleague absence; Ability to exercise sound judgement, take ownership of tasks, and work independently within agreed procedures;
- Demonstrated tact, discretion, and professionalism in handling confidential, sensitive, and personal information, with an understanding of the importance of data protection and regulatory compliance;
- High level of attention to detail and commitment to accuracy, particularly with student data, financial information, and regulatory documentation;
- Ability to follow established policies, procedures, and timelines accurately, and to work within regulatory frameworks;
- A professional, student-focused approach, with a commitment to delivering a high-quality administrative service across the student lifecycle;
- Flexible approach to the role (some weekend/evening work will be required), with a cooperative attitude.

Desirable

- Educated to degree level or equivalent;
- Experience of student administration in a Higher Education setting;
- Experience of student systems used within Oxford University (e.g. eVision, GSS);
- Experience of producing reports, statistics, or management information from administrative data.