

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Senior International Admissions Officer				
DEPARTMENT	International Admissions				
LOCATION	Brayford Pool				
JOB NUMBER	SA9229	GRADE	5	DATE	June 2021
REPORTS TO	International Admissions Manager				

CONTEXT

The International Admissions Team is part of Academic Registry and is responsible for the processing of all applications for undergraduate, postgraduate taught and postgraduate research (both full and part-time) from overseas students.

JOB PURPOSE

To provide an effective and efficient admissions service for the University in the recruitment of international students and to ensure effective and ongoing communication with applicants and enquirers to maximise conversion to enrolments.

KEY RESPONSIBILITIES

Processing of decisions

Take responsibility for the processing, managing and making of all undergraduate and postgraduate decisions (offers, rejection, withdrawals) for international applications.

Ensure that valid decisions are made by referring to the University's agreed criteria for each programme, using specialist knowledge and recording all such decisions on the University's computerised student management system, within the specified University and UCAS deadlines.

Ensure that all rejections are recorded and scrutinised and provide appropriate feedback to unsuccessful applicants in accordance with the University's admissions policy.

Assist with the organisation of interviews in liaison with college-based administrative staff where appropriate.

Provide advice on course options to international applicants and agents, both verbally and in writing, including those of a complex nature. Deal with queries concerning the progress and status of international applications. Keep abreast of developments within the HE sector, in terms of qualifications obtainable for progression on to undergraduate and postgraduate courses

Provide guidance to prospective international applicants on new and continuing developments within the admissions process and entry requirements in terms of the continuous development of HE qualifications, clarifying matters of a non-routine nature and providing specific guidance to non-routine applications for University entry.

Investigate and analyse supporting documents and, where necessary, contact the applicant for supporting evidence. Contact the relevant external bodies where necessary, including UK ENIC.

Play an active role in the detection of fraudulent documents through scrutiny of application forms, external references, qualifications certificates and academic transcripts provided by the applicant.

Assess international applications in accordance with the Admissions Policy and procedures, in terms of entry criteria, including research in order to make comparisons between international and UK qualifications.

Ensure that applicants with unspent criminal convictions are drawn to the attention of the Student Administration Manager(s) prior to any offer being made.

Ensure that applicants who declare a disability are brought to the attention of DART (the University's disability service).

To ensure that the University procedures for accreditation of prior/experiential learning are followed in cases where application is being made for advanced entry.

Liaise with admissions tutors regarding the progress of individual applications and chase where appropriate to ensure adherence to specified University and UCAS deadlines.

Ensure that conditional offers are amended upon receipt of relevant results for international applicants, within the specified University and UCAS deadlines, including proactively following up outstanding confirmations with applicants and agents.

Line manage the International Admissions Officers and be responsible for their training and mentoring.

Immigration points-based system

Operate the points-based system (PBS) in relation to the Student visa route.

Establish procedures to ensure that international applicants can provide evidence of sufficient funds and educational documents such as certificates and transcripts.

Issue confirmation of acceptance of studies (CAS) to accepted applicants in relation to the PBS, ensuring strict adherence to the guidelines set by the Home Office.

Support the production of relevant reports for presentation to senior management and the Executive Board, providing specialist advice and guidance on the interpretation of data as required.

Keep abreast of the changes in relation to government policy regarding the Student visa route.

Work closely with colleagues in the Student Visa Compliance Team to support and develop the record keeping and reporting requirements of the points-based system.

Communications

Monitor the progress of international applications and ensure that applicants or, where appropriate, their agents are informed as soon as an offer is confirmed and deposits are paid.

Develop systems to ensure that agent details are recorded on individual applicant records on the computerised student management system, to enable effective and efficient monitoring of applications, offers and enrolments for individual agents.

Internal networking

Work closely with the International Office staff, College administrative and academic staff and the Student Wellbeing team, to ensure the maximisation of conversion of international applicants to enrolment.

Agent liaison and marketing

Provide regular updates to agents when requested.

Take part in visits to overseas agents, when required, to interview students and to assist International Office staff to deliver training.

Assist International Office colleagues in preparing and maintaining an Agent 'admissions manual' for new agents, preparing country specific guidelines on entry requirements and collating all relevant information.

Provide advice and guidance to agents in relation to admissions, producing written training materials and other documents as appropriate.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
International Office Student Visa Compliance Team Student Support Centre staff International Admissions Manager Academics College Admin staff Students Services Student Administration and University Registry Finance Accommodation Students Union	Applicants Parents/Guardians University appointed agents UCAS UK ENIC BUILA UKCISA British Council UK Visas & Immigration International Study Centres High Commission/Embassies Schools/Colleges/Universities

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Senior International Admissions Officer	JOB NUMBER	SA9229
Selection Criteria		Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:			
Educated to degree standard (or equivalent experience)	E	A	
Experience:			
Experience of HE admissions processes and computerised systems within the higher education sector	D	A, I	
Experience of team working and co-ordination outside line managed relationships	E	A,I	
Substantial administrative experience within the HE sector or similar environment	E	A,I	
Skills and Knowledge:			
Strong communication skills (both written and oral)	E	A,I,R	
Competent in a range of IT, including Word, Excel and Outlook	E	A,I	
Effective administrative skills, including the ability to organise and prioritise own workload in order to meet tight deadlines, whilst maintaining a high degree of accuracy	E	A,I,R	
Ability to demonstrate effectiveness and creative problem solving skills	E	A,I	
Ability to work confidently with a range of people, both within the University and externally	E	A,I,R	
Experience of working in a busy and demanding customer focused environment	E	A,I	
Competencies and Personal Attributes:			
Ability to deliver the highest standards of customer service	E	I	
Professional and diplomatic approach to work at all times	E	I,R	
Flexible and effective team member	E	I	
Ability to research and understand all options and to give well reasoned recommendations, advice and guidance	E	I	
Proactive and able to demonstrate initiative	E	I	
Business Requirements			
Flexible in working hours –to accommodate occasional late night and weekend working	E	A,I	
Ability to travel	D	A,I	



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Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	RIH	HRBA	SL
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