

ROLES AND RESPONSIBILITIES UNDERGRADUATE ADMISSIONS TUTOR

1.1. This document outlines the typical duties expected of the post holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

2. Summary of post:

2.1. The Undergraduate Admissions Tutor is responsible for the management of the admissions process. This position is vital to the maintenance of student numbers.

3. Duties and Key Responsibilities:

3.1. General

- To ensure compliance with all College policies and regulations, including the key policies and procedures relating to the admissions and equal opportunities.
- To be familiar with the following key documents:
 - The [QAA Quality Code for Higher Education](#) in particular, the expectations and practices regarding admissions
 - [Supporting Professionalism in Admissions \(SPA\) Good Practice Guidance](#)
 - [The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \[FHEQ\]](#)
 - [Relevant Subject Benchmark Statements](#)
 - [European Credit Transfer and Accumulation System \(ECTS\) – Bologna Declaration, ECTS User’s Guide and Dublin Descriptors](#)

3.2. Strategic

- To oversee the undergraduate admission policy of the Department and procedures used for student selection ensuring that they adhere with College policy.
- To liaise with the Head of Department and Director of Undergraduate Studies to determine target numbers for Home/EU and Overseas students.

- To advise the Faculty Education Committee, via the Director of Undergraduate Studies, of any changes in policy or selection procedure.
- To monitor and review the undergraduate admissions policy and procedures for student selection to ensure that they comply with College policy and meet the needs of external bodies, including the Office for Students and the Equality Act (2010) in relation to the 'competence standard' for each degree programme that determine whether an applicant has a particular level of competence or ability.
- To liaise with the Departmental Disability Officer (DDO) to ensure that the needs of prospective students with declared disabilities are met as appropriate [see 'competence standard' above]
- To develop a strategy for attracting appropriate applicants, in consultation with the Registry/Student Recruitment and Outreach Division/International Office and to liaise with the Student Marketing and Communications Team to ensure that promotional material (e.g. the prospectus, website) is produced in a timely manner and that it is accurate.

3.3. **Managerial**

- To take an active interest and participate in all parts of the admissions process, including audit of selection procedures.
- To ensure that enquiries from applicants and prospective applicants are dealt with in a timely and informative manner.
- To supervise consideration of applications through UCAS, the short-listing and interview process and ensure that the Department attains its targets for Home/EU and Overseas students.
- To review applications/offers/acceptance numbers and origin by gender, ethnic minority, school type and country of origin and report to the Departmental Teaching Committee.
- To manage the interface with the College's central administrative services with respect to student admissions, ensuring that all students receive a prompt response to their application informing them of the Department's process and time-scale for selection and that regular communication is maintained with the student during the selection process and once an offer has been made and accepted.
- To organise and attend Admissions days for the Department and liaise with members of staff regarding selection of students.
- To participate in recruitment events, including local schools visits and the annual College Open Days, WISE, CREST etc.

- To manage the budget available for undergraduate admissions, including the preparation of promotional leaflets and material for recruitment events.
- To represent the Department on the Undergraduate Admissions Network.
- To liaise with the Director of Undergraduate Studies and the Senior Tutor to ensure that prospective students are provided with appropriate, timely information about the programme and the student welfare system.
- To act in accordance with the [Imperial Expectations](#)

Approved by QAEC
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