



Selwyn College Cambridge

ADMISSIONS TUTOR (Arts and Social Sciences)

FURTHER PARTICULARS

Selwyn College is seeking to recruit an Admissions Tutor (Arts and Social Sciences) from 1st October 2017, or as soon as possible thereafter.

The Admissions Tutor will be responsible for overseeing recruitment, assessment, and selection of undergraduate applicants to the College. He or she will work with the Sciences Admissions Tutors and the Senior Tutor to develop Selwyn's outreach and Widening Participation initiatives, to encourage applications from well-qualified students from all backgrounds. The Admissions Tutors are supported by an experienced Admissions Officer and a full-time Schools Liaison Officer. They work closely with Directors of Studies in both admissions and recruitment matters and in overseeing the quality of undergraduate intake.

The successful candidate will have a current knowledge of British schools and universities that can be used to sustain the College's reputation for outstanding academic performance and for fair admissions.

ROLE

The Admissions Tutor (Arts and Social Sciences) will be expected to play a key role in co-ordinating and overseeing the recruitment and selection of suitably qualified students from all backgrounds to Selwyn. The College is proud both of its academic standards and of its strong commitment to widening participation. The Admissions Tutor (Arts & Social Sciences) will be expected to play a prominent part in maintaining Selwyn's record in attracting a diverse and academically excellent student body.

JOB DESCRIPTION

Key responsibilities:

- Active collaboration with the rest of the admissions team in coordinating activities.
- Oversight of the process for selecting and admitting students for arts and social science courses.
- Involvement in organising and delivering the College's outreach and WP activities.
- Presentations to schools, visitors, parents and third sector organisations.
- Participation in the development of the College's publicity and outreach materials.
- Availability at key moments of the admissions cycle.
- Interviewing across a variety of subjects as part of the selection process.
- Oversight of the selection and confirmation process in consultation with the sciences Admissions Tutors.
- Regular attendance at the intercollegiate Admissions Forum.
- Liaison with other Colleges and the University bodies in promoting outreach and Widening Participation.

PERSON SPECIFICATION

Key skills/attributes:

- Enthusiasm and commitment regarding Cambridge admissions.
- Strong listening, communication (verbal and written), interpersonal and presentation skills.
- Attention to detail.
- Excellent working knowledge of Word, Excel, Powerpoint, Access, social media and email.
- An outgoing personality and ability to negotiate and interact with a wide variety of people.
- Strong commitment to Widening Participation.
- An understanding of Cambridge and UK HE admissions processes.
- Familiarity with major secondary school examination systems.
- A familiarity with CamSIS will be helpful.
- A willingness to undertake some limited travelling and visits outside Cambridge.

TERMS AND CONDITIONS

It is envisaged the successful applicant will have a doctoral degree in a subject area relevant to the arts/social sciences side that they will oversee and that they could offer the College some teaching in their area. We encourage applications from current University Lecturers or Postdoctoral researchers seeking to combine this post with their University responsibilities.

It is envisaged that admissions responsibilities will account for a 0.5 FTE post. The stipend will be set at £20,262 per annum. The appointment will entail a College Fellowship and accompanying benefits and will be for a period of five years in the first instance.

The successful applicant will be required to prove their eligibility to work in the UK, and provide two satisfactory references. The post will include contact with school-age children (some of them under the age of 16) and therefore the appointed candidate will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions reprimands or final warnings as well as convictions. Criminal records will be taken into account for recruitment purposes *only* when the conviction is relevant.

APPLICATION PROCESS

To apply for this role, please email a completed application form, your CV and a brief statement of your vision for the role to the HR Officer (recruitment@sel.cam.ac.uk). Alternatively these may be posted to Miss Sue Barnes, HR Officer, Selwyn College, Cambridge CB3 9DQ

The closing date for receipt of applications is Friday 15th September, 2017

Interviews will be held on Monday 25th September, 2017

Selwyn College is an Equal Opportunity employer.