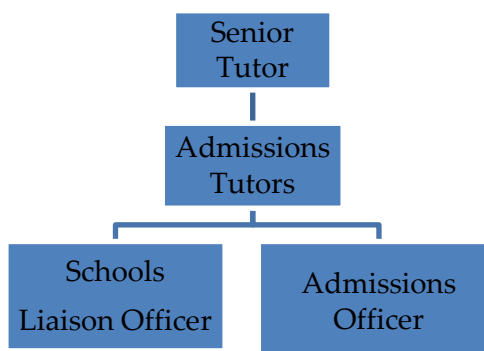




SCHOOLS LIAISON OFFICER: Job Description

- Job Title:** Schools Liaison Officer
- Department:** Admissions
- Reports to:** The Admissions Tutors
- Role:** To raise the profile of Selwyn College and the University with suitably qualified students and those advising them, especially amongst groups and in geographical areas that are currently under-represented in Cambridge.



Primary Responsibilities:

The Schools Liaison Officer will have responsibility for the development of contacts and activities in the areas of the country for which the College has responsibility in the Cambridge Area Links Scheme.

The Schools Liaison Officer will also be closely involved in many of the other recruitment and widening participation activities of the Colleges and the University, including Open Days, residential events, school visits, and summer schools. They also support the running of the admissions office at certain key points during the year – including the organisation of interviews and other aspects of the admissions selection process.

The duties are necessarily varied and include a range of responsibilities, some of which are shared, but others will require independent and unsupervised work. The person appointed will be expected to work closely with the Admissions Tutors and the

Admissions Officer, and to liaise with Directors of Studies and other Fellows as appropriate.

Detailed Duties:

The Schools Liaison Officer will:

- Undertake regular trips to visit our Area Links partners and other areas as appropriate, to establish and to reinforce the links.
- Organise and host trips to Cambridge as part of the College's outreach efforts.
- Provide administrative assistance to the Admissions Team as requested by the Admissions Tutors/Admissions Officer, particularly in the main admissions period from November to January.
- Maintain an up-to-date database of school contacts, including entering this information onto the central CamSIS database and inputting Selwyn's data in the Higher Education Access Tracker system.
- Liaise with the Admissions Tutors and Admissions Officer regarding outreach activities and other College-based admissions events.
- Liaise with the relevant officers of the Selwyn Junior Common Room (JCR) responsible for access and outreach events.
- Liaising with the JCR Officers and other students who assist and participate both in recruitment activities and the interview season welcome desk.
- Work with teachers, tutors and HE advisers as well as with prospective students and their parents.
- Keep in regular contact with the outreach and recruitment teams in the Cambridge Admissions Office (CAO) and co-operate with them.
- Join the network of Schools Liaison Officers in Cambridge.
- Contribute to the College's online profile. Images and text will be posted to social media publicising every school interaction.
- The person appointed will be expected to undertake other responsibilities and duties consistent with the role of Schools Liaison Officer as may be requested by the Admissions Tutors from time to time.
- Provide written reports and documentation of Schools Liaison Officer activity.

These responsibilities will be on-going throughout the period of appointment but there will be periods of increased schools outreach activity, usually from February to April, in June and July, and also in September. The post-holder will spend time based in the admissions office between October and January, and in preparation for the A-level results in August. A high level of flexibility and initiative will be required.

These duties may change from time to time due to the needs of the College. The post-holder will be notified in advance of any significant changes to these responsibilities.