ADMISSIONS TUTOR (Arts and Social Sciences)

FURTHER PARTICULARS

Selwyn College is seeking to recruit an Admissions Tutor (Arts and Social Sciences) from 1st September 2021, or as soon as possible thereafter. We are committed to equal opportunities and positively welcome applications from all sections and backgrounds of society as this helps us to maintain a diverse academic community and foster an environment that is truly dynamic and engaging for all.

The Admissions Tutor will be responsible for overseeing recruitment, assessment, and selection of undergraduate applicants to the College. They 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 subject 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 high academic standards and of its strong commitment to widening participation. They 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.

THE COLLEGE

In addition to a strong commitment to high academic standards, hand in hand with the pursuit of academic excellence which informs all aspects of Selwyn life, the College has a long tradition of strength in the arts and social sciences. Relatively young by Cambridge standards it is located at the heart of the modern University, directly adjacent to the University’s main Arts, Humanities and Social Sciences site on Sidgwick Avenue. Further details can be found on our website at www.sel.cam.ac.uk.

The College prides itself on its academic focus, its supportive ethos, and on providing a friendly environment in which all the members of its scholarly community can thrive. The sense of
community amongst the sixty plus Fellows, over two hundred postgraduate students and some three hundred and fifty undergraduates is fostered by the concentration of the College on a single site. We are a vibrant, ambitious, supportive and progressive community that was one of the first Cambridge Colleges to espouse co-education and that maintains a firm commitment to diversity.

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.
- Oversight of the confirmation process in consultation with the sciences Admissions Tutors.
- Interviewing across a variety of subjects as part of the selection process, including general academic interviews in a range of Triposes.
- Co-ordination of individual feedback on applications.
- 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.
- Regular attendance at the intercollegiate Admissions Forum.
- Liaison with other Colleges and the University bodies in promoting outreach and Widening Participation.
- Participation in the College’s Access Committee, Tutors’ meetings and meetings of Directors of Studies.

PERSON SPECIFICATION

Key skills/attributes:

- Enthusiasm and commitment regarding Cambridge admissions.
- Strong commitment to widening participation and diversity in admissions.
- Strong listening, communication (verbal and written), interpersonal and presentation skills.
- Attention to detail.
- Excellent working knowledge of standard IT packages and especially Excel and PowerPoint.
- An outgoing personality and ability to negotiate and interact with a wide variety of people.
- An understanding of Cambridge and UK HE admissions processes.
- Familiarity with major secondary school examination systems.
- A familiarity with CamSIS (the University of Cambridge student information system) and the intercollegiate applicant information systems may be helpful.
- A willingness to undertake some travelling and visits outside Cambridge.
- 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.
- It is hoped that the post-holder could offer the College some teaching in their area.

TERMS AND CONDITIONS

It is envisaged that admissions responsibilities will account for a 0.5 FTE post and that the appointment will entail a College Fellowship and accompanying benefits. The stipend will be set at between £21,396 and £23,374, which represents pro rata 50% of Steps 50-53 of the University’s salary
The appointment will entail a College Fellowship and accompanying benefits and will be for a period of five years in the first instance, with a probationary period of two years.

We encourage applications from current College or University Teaching Officers, Lecturers or Postdoctoral researchers seeking to combine this post with their other responsibilities. In the absence of any other ongoing commitments within Cambridge University, the Admissions Tutor may also be appointed to a College Lectureship and a (0.5 FTE) College Teaching Officer position with the expectation that they would provide six hours a week of undergraduate supervision during the teaching year on one of the Cambridge undergraduate degree courses.

APPLICATION PROCESS

Applications, to include the application form, a full curriculum vitae and a brief statement (500-750 words) of your vision for the role, should be submitted in one single PDF document by email to the Master’s Assistant (masters-assistant@sel.cam.ac.uk). Candidates should also arrange for two confidential references to be sent to the Master’s Assistant by the same date.

The closing date for receipt of applications and references is 09.00 (UK time) on Tuesday 1st June 2021.

Interviews are likely to be held during the week beginning Monday 14th June, 2021.