



# JOB DESCRIPTION

1. JOB SPECIFICS	
Job Title:	Admissions Officer – International – OH2
Reports to:	International Admissions Team Leader
Location:	London
Department:	QAHE Admissions

2. ABOUT THE ROLE	
What you'll be doing?	<p>Under the direction of the International Admissions Team Leader you will implement and co-ordinate the processing of student applications to different Universities that we are working in partnership with.</p> <p>You will be reviewing incoming applications, validate applicants' academic records and/or professional experience.</p> <p>You will oversee the day-to-day aspects of Admissions, liaising with various internal and external stakeholders (e.g. Recruitment, colleagues, UKVI etc) on related matters.</p>
Key Responsibilities	<p>Review incoming applications, validate applicants' academic records and/or professional experience</p> <p>Ensure admissions procedures are in place and maintained in accordance with the QA and partner Universities' guidelines and procedures and in compliance with partner Universities' Accreditation and UKVI regulations</p> <p>Conduct admissions interviews where required</p> <p>Ensure the CRM system is consistently updated and information is detailed and accurate and that appropriate student data is recorded and maintained in compliance with partner Universities' accrediting bodies and UKVI regulations.</p> <p>Provide clarifications to student's queries in a professional manner.</p> <p>Work closely with recruitment team to ensure required documentation is received in order to process applications within set deadlines.</p> <p>Communicate admissions decisions to applicants</p> <p>Provide statistical data on incoming</p>

	<p>students to the leadership team</p> <p>Manage, monitor and ensure accurate and up to date audit trails for all applications</p> <p>Develop and maintain up to date knowledge of all programmes available</p> <p>Keep up to date with UKVI Student Route policy</p> <p>Other adhoc tasks as determined by the International Team Leader</p>
KPIs & SLAs	<p>Application turnaround as agreed with the International Team Leader</p> <p>Emails turnaround agreed with the International Team Leader</p>
Key Working Relationships	<p>International Admissions Team</p> <p>Marketing Team</p> <p>CAS Compliance Team</p> <p>Recruitment team</p>

### 3. ABOUT YOU

Skills & Abilities	<p>Excellent verbal and written communication skills</p> <p>Strong organisational and planning skills</p> <p>Demonstrated ability to implement and review policy and procedures in respect of compliance requirements</p> <p>Ability to work effectively within a cross functional team environment</p> <p>Strong communication and interpersonal skills.</p> <p>Problem-solving</p> <p>Experience of working in a customer-focused environment</p> <p>Ability to work with tight deadlines</p> <p>Capacity to work on different system at the same time</p> <p>Ability to work with sensitive data</p> <p>Ability to work on your on your own device</p>
Your Knowledge	<p>Demonstrated ability to work within the Admissions area</p> <p>Familiarity with International higher education preferred</p> <p>Knowledge on assessing different types of</p>

	<p>qualifications</p> <p>Knowledge in using different verification qualifications means such as ECCTIS, IELTS verification</p> <p>Familiar with Student Route policies</p> <p>Experience in an education services environment</p> <p>Knowledge of the regulatory environment of the UK with respect to the delivery of education services to international students</p>
Your Qualifications	<p>Bachelor Degree equivalent</p> <p>Willingness to undertake a DBS check prior to formal start date being confirmed</p>
What you'll bring to QA	<p>As an admissions professional you will be able to work with a high level of sensitive data, working to improve the applicant experience to University while making sure you meet the Universities policies and regulations.</p>
<p><b>4. ABOUT QA</b></p>	
About us	<p>We shape the next generation of technologists, leaders and innovators.</p> <p>By powering potential – the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p><b>Why we do learning</b></p> <p>For over 30 years, we've worked in technology – where the impact of great learning is changing the world.</p> <p>A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries – they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes.</p> <p>Driving this revolution? People.</p> <p>And this is where we come in.</p> <p>People advancing their knowledge in technology – to enrich society – build a new culture – better how we live our lives, and how we work together.</p> <p>People are learning to use technology to drive phenomenal change. This is our passion – powering their potential.</p>
We promise to be	<p><b>Bold</b></p> <ul style="list-style-type: none"> <li>o Ambition is great. We set ambitious targets – holding ourselves and others to ever-higher standards.</li> </ul>

	<ul style="list-style-type: none"><li>○ We contribute (insightfully) to the debate inside and outside QA.</li><li>○ We move. Quickly. We respond to your needs - fast.</li></ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"><li>○ We spend time getting to know you- our learners and our customers- to earn your trust.</li><li>○ We connect a solution to your problem- we have tonnes of different services to help you.</li><li>○ We're the positive person who actively gets stuck in to solving problems.</li></ul> <p><b>Progressive</b></p> <ul style="list-style-type: none"><li>○ We embrace change - and support it.</li><li>○ We challenge ourselves to use the latest technologies and methods - no matter how out there.</li><li>○ We're curious - about what you do, about what the person next to you does, about our customers and our learners.</li></ul>
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<p>What's on offer?</p>	<p>Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 <b>Training Days</b> every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid <b>Charity Days</b> each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives - you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) - with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> <li>o Season ticket loan</li> <li>o Corporate gym membership</li> <li>o Cycle to work scheme</li> </ul>
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