

Admissions Officer

£23,000 per annum

Full time, permanent, 40 hours per week

SAE London

SAE is part of the Navitas Group, which is a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, language training, student recruitment and workforce education.

We are looking for an Admissions Officer to maintain effective student administration systems and processing of student information and records throughout SAE UK, and ensure compliance with all external regulatory requirements. The centralised UK admissions function, based in our London campus, provides a professional and customer focused service to student applicants, and are responsible for prompt, polite and efficient processing of applications. The Admissions Officer deals with the assessment of applications through to registration, as well as checking qualifications, personal statements and prior experience, maintaining accurate and detailed records and reports is crucial, and liaising with the student recruitment team and academic staff.

Key responsibilities

- Assess student applications, including deferrals and the UCAS system;
- Manage database of new enrolments;
- Ensure all documents are complete in all respects as required by any external inspecting body/agency;
- Regularly update UCAS data and monitor all UCAS applications;
- Issue conditional and unconditional offers to applicants who meet standard criteria;
- Advise Academic Coordinators to assess non-standard applications;
- Check documents and verify qualifications using NARIC;
- Report on recruitment figures and communication with local campuses;
- Assist with student recruitment and support student recruitment events;
- Assist with student enrolment and induction, and take scans of documents (including passports and Visas).

Essential Criteria

- Experience of databases, especially student databases including SLC and UCAS;
- Experience of higher education environment, international students and student visa requirements;
- Ability to produce accurate work and provide excellent customer service;
- Familiarity with MS Suite, and document management systems;
- Must have rights to live and work in the UK.

Desirable Criteria

- Experience of student admissions;
- Creative media background or understanding.

Refer to the attached job description for additional details about this role.

What we offer

The Navitas Group offers outstanding long-term career opportunities within the UK and abroad, and is values driven and an equal opportunity employer.

Please submit all enquiries and applications, (a cover letter addressing the selection criteria and CV) to **Peter Hudson**, Director of Marketing and Recruitment at SAE-HR@navitas.com.

Please state **Application: Admissions Officer – Permanent – London** in the email title.

We regret that due to the volume of the applications, only successful applicants will be contacted.

Job Description

Title: Admissions Officer

Business Division: SAE UK

Responsible to: Director of Marketing and Recruitment

1. Organisation Background

Navitas Limited, of which SAE is a division, was founded in 1994 and is a leading global education provider that offers an extensive range of educational services for students and professionals including university programs, English language training and settlement services, creative media education, workforce education and student recruitment. Navitas operates across three Divisions, University Programs, Professional and English Programs and SAE. SAE which was acquired by Navitas Limited in 2011 is the world's leading educator in creative media industries. Established in 1976, it now spans the globe with 53 campuses in 27 countries. SAE provides education services to over 10,000 students and employs approximately 1500 staff.

2. SAE Culture

Students come from diverse social, cultural, educational and artistic backgrounds, with different personalities and experiences. It is our goal to embrace those differences and to allow each and every student to develop their own individual style and apply it to the industry skills taught at SAE.

Our ultimate goal is to prepare the students for a realistic work environment making the course, facilities, lecturers and learning environment as close to the real world working environment as possible.

3. Overview and Objectives of the Position

The Admissions Officer will be responsible for effective student administration systems and processing of student information and records throughout SAE UK, to ensure compliance with all external regulatory requirements in relation to student matters.

The centralised UK admissions function will provide a professional and customer focused service to applicants, responsible for prompt, polite and efficient processing of applications, and liaising with the UK student recruitment team on a daily basis. The Admissions Officer will deal with the assessment of student applications through to registration, as well as the checking of qualifications, personal statements and prior experience, whilst maintaining accurate and detailed records and reports.

4. **Key relationships**

- i. Director of Marketing and Recruitment;
- ii. Student Recruitment Manager;
- iii. Admissions Officer;
- iv. Academic Coordinators;
- v. Student Recruitment Officers;
- vi. Applicants and Applicants' families

5. **Key accountabilities**

Administration

- i. Assess applications, including deferrals and the UCAS system;
- ii. Identify applications that require academic interviews or needs assessments; coordinating with relevant stakeholders within SAE organisation to oversee assessments;
- iii. Troubleshoot in terms of dealing with potential fraudulent applications;
- iv. Manage database details of new enrolments;
- v. Maintain positive and customer focused communications with potential students and their parents;
- vi. Ensure that the documents are complete in all respects as required by any external inspecting body/agency, e.g., QAA, UKVI;
- vii. Regularly update UCAS data and monitoring all UCAS applications;
- viii. Check documents and verify qualifications using NARIC;
- ix. Issue conditional and unconditional offers to applicants who meet standard criteria;
- x. Advise Academic Coordinators to assess non-standard applications;
- xi. Create and update student records (both paper and electronic);
- xii. Report on recruitment figures and communication with local campuses;
- xiii. Assist with student recruitment and supporting student recruitment events;
- xiv. Assist with student enrolment and induction, and taking scans of documents (including passports and Visas) as required.

6. **Key Performance Indicators**

- i. Maintain approval status for required external registrations and compliance in related jurisdiction, including SLC and CUAS; to evidence this through QAA review;
- ii. Prompt and courteous processing of student applications, to agreed timescales;
- iii. Effective record keeping on all applications within Student Management System;
- iv. Accurate and thorough updating of electronic and paper record systems with applicant and student data, to agreed timescales;
- v. Timely reporting on applicant and registration data;
- vi. Feedback from applicants;
- vii. Professional and productive relationships with internal and external stakeholders.

7. Selection Criteria

Essential:

- i. Experience of databases, especially student databases including SLC and UCAS;
- ii. Experience of higher education environment;
- iii. Experience with international students and student visa requirements;
- iv. Familiarity with MS Suite, and document management;
- v. Must have rights to live and work in the UK.

Desirable:

- i. Experience of student admissions;
- ii. Educated to Degree level or relevant vocational qualification;
- iii. Experience of delivering presentations/guidance to groups;
- iv. Creative media background or understanding.

8. Person Specification

- i. Works well within a team, motivating and supporting others, embracing collaborative working and achieving results both individually and as part of a team;
- ii. Positive customer service attitude;
- iii. Good organisational skills; creative, adaptable, resilient and able to work under pressure to organise, prioritise and meet deadlines;
- iv. Ability to work in and foster a harmonious working environment;
- v. Passion for continuous improvement;
- vi. Confident and approachable, maintaining a positive attitude, even when confronted with challenges;
- vii. Demonstrates personal integrity and honesty at all times;
- viii. Above all, is reliable, tolerant, and determined; an empathic communicator, able to see things from the other person's point of view; and importantly be able to get on with others and be a team-player.

Our Values: Conviction, Drive, Adventurous, Rigour, Genuine, Respect