



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Undergraduate Admissions and Access Specialist

Department/Division: ARD

Accountable to: Deputy Head of Admissions

Job Summary

As a guide to the nature of the role, the following summary includes an estimate of the breakdown of tasks.

- Work alongside the Undergraduate Admissions team and the academic departments to make decisions on individual undergraduate applications for admission to the School adhering to School policies and procedures and UCAS regulations (70%).
- Contribute to internal consultations on admissions policy and external consultations at a national level concerning the Higher Education sector (10%).
- Undertake research and analysis on admissions policies and processes with a view to improving the service provided by the Undergraduate Admissions Office and informing future admissions decisions (15%).
- Work with the Student Marketing and Recruitment team to represent LSE at recruitment events disseminating advice and guidance to potential applicants and support the School's Widening Participation strategy by contributing to key WP events (5%)
- Work during the year is focussed along the following lines: September through to April – selecting students and May through August – research and review.

Duties and Responsibilities

Communication:

- Provide guidance to Undergraduate Admissions team members on the specific admissions conditions and requirements of each programme as agreed with the Undergraduate Admissions Manager and the departmental admissions tutor.
- Provide written and statistical reports as required by the Deputy Head of Admissions, Head of Admissions, Director of Recruitment and Admissions, Departmental Managers and Admissions Tutors. Provide written and oral reports to be presented at department meetings in conjunction with the admissions tutor, to inform the development of future admissions criteria.
- Contribute to Undergraduate Admissions team meetings.
- Provide written and oral reports on Undergraduate Admissions processes and policies to Admissions Tutors, and other senior staff as requested.



Teamwork:

- Develop a strong working relationship with the Admissions Officer and Admissions Assessors to ensure the successful management of the application process including working to meet UCAS deadlines and maintaining best practice throughout the admissions cycle.
- Meet regularly with the other Admissions Specialists to encourage sharing of good practice and consistency of working practice.
- Work with the Undergraduate Admissions Assessors to make decisions on Undergraduate applications during the Confirmation period.
- Contribute to the Undergraduate Admissions annual process review, providing feedback and ideas for improvement of Undergraduate Admissions Office services and processes.

Liaison and networking:

- Ensure consistency and transparency of actions by meeting regularly with Admissions Tutors to moderate admissions decisions.
- Undertake presentations and talks to students and teachers concerning admission to university.
- Represent LSE at UCAS and HE Fairs, Conventions and Open Days, disseminating advice, guidance and information to students, teachers and parents.
- Take part in LSE widening participation programmes, such as Pathways to Law and LSE Explore.
- Work with the other Admissions Specialists to update and publish the Admissions Handbook for use by colleagues including Admissions Tutors, Departmental Managers, the Undergraduate Admissions Team and the Student Marketing and Student Recruitment Teams, as well as the Admissions Specialists.
- Work with academic colleagues within the School and other Higher Education professionals across the sector on a range of topics including qualifications and admissions processes and policies.
- Participation in sector wide groups and networks (e.g. UCAS groups and Russell Group networks) to shape and share good practice and keep up to date with current research.

Service delivery:

- Make decisions on undergraduate applications in line with guidance published in the Undergraduate Prospectus and the Admissions Criteria Website, and as established with departmental Admissions Tutors and the Deputy Head of Admissions.
- Work to make admissions decisions ensuring that offers are drafted accurately, within the specified timelines, that applications meet the minimum entry requirements and verifying the suitability of applicants for undergraduate degree programmes at the School.
- Keep accurate records, using the student record systems (SITS and Salesforce) of decisions taken to ensure transparency and consistency of decision-making and to monitor progress against offer and registration targets.
- Deal with queries and appeals as they arise in conjunction with the Deputy Head of Admissions and Admissions Officer.
- Work with the Student Marketing and Student Recruitment teams and the Widening Participation team on activities, in line with the School's strategy and targets.

Decision making:

- Make decisions on approximately 4,000 individual undergraduate applications for admission including conditional and unconditional offers, rejects and Undergraduate Admissions



Assessment (UGAA) candidates. These decisions should be made in line with:

- the Undergraduate Admissions Policy
- the guidance set out in the Undergraduate Admissions Handbook
- the offer targets set by the School
- the criteria for admissions agreed with the Deputy Head of Admissions and the Admissions Tutor for the appropriate department
- internally and externally set deadlines
- LSE's Access and Participation Plan (APP)

Planning and Organisation:

- Meet with Admissions Tutors at the beginning of the admissions cycle to identify the specific admissions criteria for each undergraduate programme.
- Make accurate and efficient decisions for given departments within set internal and external deadlines, liaising with the following colleagues: the Deputy Head of Admissions, the Undergraduate Admissions Officer and the Admissions Tutors.
- Plan, prioritise and organise your individual and team tasks to meet both internal and external deadlines, including direction of team activities where appropriate.
- Work in accordance with the UCAS undergraduate admissions cycle deadlines to ensure that service standards are maintained.

Initiative and Problem Solving:

- Liaise with the Deputy Head of Admissions and the Head of Admissions to ensure the effective implementation of the School's strategic objectives concerning annual offer targets.
- Design and undertake research projects as a springboard for the initiation and development of more detailed projects that may have wider implications and applications.

Investigation, analysis and research:

- To carry out projects and analysis in the area of admissions as identified by the Deputy Head of Admissions and/or the Head of Admissions.
- To carry out self-generated projects and analysis related to Undergraduate Admissions.
- To undertake research on the suitability of national and international entry qualifications including Access and Foundation courses with a view to informing LSE's entry standards.
- To undertake analysis of the selection process on an annual basis including conversion rates and applicant profiles in consultation with the Deputy Head of Admissions and the Head of Admissions. Using this research to recommend refinements to Undergraduate Admissions processes and procedures.
- In conjunction with the Deputy Head of Admissions, produce reports on the social, ethnic and educational background of applicants to LSE.
- Maintain up to date knowledge of developments in the Higher Education sector on a national and international level and report to a variety of users, including the Vice-President for Education, the Deputy Head of Admissions, the Head of Admissions and the Director of Admissions and Recruitment.



Coaching development and instruction:

- Develop relevant materials and deliver training and induction of new Admissions Specialists.
- Work with Admissions Assessors on research projects as described above.
- Demonstrate a willingness to receive continual training and development in the areas of electronic application systems and technical processes.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.