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: Graduate Admissions Selector

Department/Division: Academic Registrar's Division
Accountable to: Senior Graduate Admissions Selector

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 Graduate Admissions Office (GAO) team and with academic departments to make decisions on individual graduate applications for admission to the School adhering to School policies and procedures (60%).
- Undertake research and analysis on admissions and selection policies and processes with a view to improving the service provided by the Graduate Admissions Office and informing future admissions decisions (40%).
- Work during the year is focussed along the following lines: September and October – preparation, research and review; November through to May – selecting students; June through to August research and review.
- During November through to May the post holder will be required to work longer hours, while over the summer months fewer hours.
- The post holder will work closely with at least one academic department.

Duties and Responsibilities

Communication:

- Provide guidance to Graduate Admissions team members on the specific admissions conditions and requirements of each programme as agreed with the Head of Admissions and the departmental Programme Tutor.
- Establish and record the specific admissions conditions and requirements of each programme using specialist knowledge of curriculum content and development and of international qualifications.
- Provide written and statistical reports as required by the Head of Admissions, Departmental Managers and Programme Tutors.
- Provide written and oral reports to be presented at department meetings in conjunction with the Programme Tutor, to inform the development of future admissions criteria.
- Attend and contribute to team meetings of the Graduate Admissions team.
- Attend and contribute to team meetings of the Graduate Selectors' team.
- Provide written and oral reports on Graduate Admissions processes and policies to Programme Tutors, the Head of Admissions and other senior officers as requested.

Teamwork:

- Develop a strong working relationship with the Graduate Admissions Management Team (GAMT), Graduate Admissions Selectors' team, Graduate Admissions Administrators and departmental staff to ensure the successful management of the application process including:
  - working with the GAMT and departments to meet individual programme targets and
  - ensuring best practice throughout the admissions cycle
- Meet regularly with the Senior Graduate Admissions Selectors, Head of Admissions and departmental Programme Tutors to encourage sharing of good practice and consistency of working practice.
- Work with the GAMT and Programme Tutors to make decisions on graduate applications throughout the year and, as offer holders' results are received, to confirm/non-confirm conditional offers.
- Contribute to the Graduate Admissions annual process review, providing feedback and ideas for improvement of services and processes.

Liaison and networking:

- Create and maintain excellent working relationships built on confidence and trust with both academic and professional services staff.
- Ensure consistency and transparency of actions by meeting regularly with departmental Programme Tutors to moderate admissions decisions.
- Undertake presentations and talks to prospective students and students concerning admission to university.
- Work with the Senior Graduate Admissions Selectors and the Global Partnership Programmes Manager to update and publish the Graduate Selectors' Handbook for use by colleagues including departmental Programme Tutors, other Graduate Selectors, Departmental Managers, the Graduate Admissions team and the Student Marketing, Recruitment and Study Abroad team.
- Work with academic colleagues within the School and other Higher Education professionals across the sector in order to respond to consultations at a national level on a range of topics including qualifications and admissions processes and policies.
- Represent LSE at Open Days/Evenings disseminating advice, guidance and information to students and parents.

Service delivery:

- Make decisions on graduate applications in line with guidance published in the Graduate Prospectus and the Graduate Selectors' Handbook, and as established with departmental Programme Tutors and the Head of Admissions.
- Work with the various admissions database systems to make admissions decisions including:
  - ensuring that offers are drafted accurately using the decision sheet and dispatched to administrators within specified guidelines.
  - ensuring that applications meet the minimum entry requirements and the departmental Programme Tutor's specification for the programme and verifying the suitability of applicants for graduate degree programmes at the School.
- Keep accurate records, using the Online Selection Portal, of decisions taken to ensure transparency and consistency of decision-making and to monitor progress against offer and registration targets including reject codes and applicant status.
- Deal with queries and appeals as they arise in conjunction with the GAMT.

Decision making:

- Make decisions on circa 2500 - 2800 individual graduate applications for admissions including conditional offer, unconditional offer, reject, waitlisted candidates and reserve candidates. These decisions should be made in line with:
  - the School Admissions Policy;
  - legal and regulatory frameworks, including Equality Act 2010, Data Protection Act 1998 and

Competition Act 1998;
- o the criteria for admissions agreed with the Head of Admissions and the Programme Tutor for the appropriate department;
- o the guidance set out in the Selectors' Handbook;
- o offer targets set by the School;
- o internal and external deadlines.

Planning and Organisation:

- Meet with Programme Tutors at the beginning of the admissions cycle to identify specific departmental admissions criteria.
- Make accurate and efficient decisions for given departments within set internal and external deadlines, liaising with the following colleagues: the Head of Admissions, the GAMT, and departmental Programme Tutors.
- Plan, prioritise and organise your individual and team tasks to meet both internal and external deadlines.
- Work in accordance with the graduate admissions cycle deadlines to ensure that service standards are maintained at a high level.

Initiative and Problem Solving:

- Liaise with the Head of Admissions to ensure the effective implementation of the School's strategic objective concerning annual offer targets.

Investigation, analysis and research:

- Research and develop, in conjunction with the academic Programme Tutor and GAMT, programme-specific selection criteria using specialist knowledge of curriculum content and development.
- Carry out projects and analysis in the area of admissions as identified by the Head of Admissions, academic Programme Tutors and Senior Graduate Admissions Selectors involving large data sets, multiple sources and data gaps.
- Undertake research on topics identified by the Head of Admissions and the Senior Graduate Admissions Selectors on the suitability of national and international entry qualifications with a view to informing LSE's entry standards.
- Undertake analysis of the selection process on an annual basis including conversion rates and applicant profile as specified by the Head of Admissions.
- In conjunction with the Head of Admissions produce reports required by senior staff on the 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 to report to a variety of users, including the Pro-Directors, the Head of Admissions, the Head of Planning and the Director of Recruitment and Admissions.

Coaching development and instruction:

- Assist in training and induction of new GAO staff.
- Work with members of the Graduate Admissions Team on research projects as described above.
- Demonstrate a willingness to receive continual training and development in the areas of 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 exigencies 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.