



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 Specialist

Department/Division: ARD: Admissions

**Accountable to: Deputy Head of Admissions
(Undergraduate)**

Job Summary

- Work with the Undergraduate Admissions team and with 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 (5%).
- 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 (20%).
- Work with the Student Recruitment Office 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 the Undergraduate Admissions team on the specific admissions conditions and requirements of each programme as agreed with the Deputy Head of Admissions and the departmental Admissions Tutors.
- 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.
- Contribute to Undergraduate Admissions team meetings.
- Provide written and oral reports on Undergraduate Admissions processes and policies to Admissions Tutors, the Head of Admissions and other senior staff as requested.



Teamwork:

- Develop a strong working relationship with the Admissions Assessors and Senior Assessors to ensure the successful management of the application process including:
 - working to meet UCAS deadlines and,
 - ensuring 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 and Senior 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 departmental Admissions Tutors to moderate admissions decisions.
- Undertake presentations and talks to students and teachers concerning admission to LSE.
- 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 LSE Explore and LSE Thrive.
- Work with the other Admissions Specialists to update and publish the Undergraduate Admissions Handbook for use by colleagues including Admissions Tutors, Departmental Managers, Undergraduate Admissions, Student Recruitment and Student Marketing, 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 Undergraduate Admissions Policy, and as established with departmental Admissions Tutors and the Deputy Head of Admissions.
- Work with the Salesforce system to make admissions decisions ensuring that:
 - Offers are drafted accurately and sent to Admissions Assessors for processing within specified guidelines.
 - Ensuring that applications meet the minimum entry requirements and verifying the suitability of applicants for undergraduate degree programmes at the School.
- Keep accurate records 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.
- Work with Student Recruitment, Student Marketing, and Widening Participation on activities, in line with the School's strategy and targets.



Decision making:

- Make decisions on circa 4,000 individual undergraduate applicants for admissions including conditional offers, 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.
 - recruitment targets set by the School.
 - the criteria for admissions agreed with the Deputy Head of Admissions and the departmental Admissions Tutor.
 - internally and externally set deadlines.
 - LSE's contextual admissions policy.
- Make decisions on undergraduate applications following guidelines, timeframes and conditions as specified by the Head of Admissions including identifying potential from a high calibre applicant cohort.

Planning and Organisation:

- Meet with Admissions Tutors at the beginning of the admissions cycle to review and update departmental admissions criteria.
- Make accurate and efficient decisions on behalf of academic departments within set internal and external deadlines.
- 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 at a high level.

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.



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Free Speech

[The Code of Practice on Free Speech](#) outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.