



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Senior Graduate Admissions Administrator (Offers and Visa Specialist)

Department/Division: Academic Registrar's Division - Graduate Admissions
Accountable to: Graduate Admissions Office Manager

Competency	Criteria	E/D
Knowledge and experience	Significant experience in higher education admissions	E
	Extensive administrative/clerical experience	E
	Excellent IT skills	E
	Good technical knowledge of SITS or similar student database package	E
	Experience of using own initiative to keep up to date with changes to policy e.g. in relation to student visa issues	E
	Detailed knowledge about and practical experience of the UK student visa system	E
	Experience of assessing the equivalence of international qualifications	E
	Experience of processing admissions offers	E
	Experience of working as part of a large team in a customer-focused environment	E
	Knowledge of fee assessment criteria	D
	Experience of producing procedural and training material	D
	Educated to degree level or equivalent	D



Communication	Excellent oral and written communication skills	E
	Ability to communicate complex procedures to applicants and staff at all levels	E
	Excellent interpersonal skills and ability to communicate effectively and confidently at all levels	E
Service delivery	Excellent attention to detail	E
	Ability to work accurately at a fast pace	E
	Willing to learn and develop a detailed knowledge of the UK student visa system	E
	Experience of using own initiative to keep up to date with changes to policy e.g., in relation to student visa issues.	E
	Ability to provide high standard of service to internal and external users	E
	Ability to contribute to the development of Graduate Admissions procedures, with particular focus on reviewing and improving processes relating to the student visa system.	E
Planning and organising resources	Ability to manage the competing demands of a large workload, prioritising effectively and identifying tasks suitable to be delegated.	E
	Excellent organisational skills	E
Liaison and networking	Ability to maintain links with different groups of colleagues and external networks	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.