



St Hilda's College

UNIVERSITY OF OXFORD

Job Title	Undergraduate Admissions Officer
Line Manager	Academic Registrar
Works for	Tutor for Admissions
Grade / Full or part-time	Equivalent to University Grade 6 Full time and permanent
Main purpose of the job	<p>To administer the undergraduate admissions process in its entirety in order to free the Tutor for Admissions and other Fellows to make the best academic assessments, selection decisions and set appropriate strategies and quotas.</p> <p>To assist the Undergraduate Outreach Officer with all aspects of the College outreach programme.</p>
Summary of responsibilities	<ul style="list-style-type: none">• Takes responsibility for all aspects of the administration of the College undergraduate and Visiting Student admissions processes• Represents the College publicly at large scale university and intercollegiate meetings and outreach events.• Provides the main interface between the College and those interested in undergraduate admissions.• Takes full responsibility for accuracy of all lists, databases and communications.• Assists with the College outreach programme.• Takes part as an effective member of the administrative team.

St Hilda's College

St Hilda's is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 325 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth. It has ambitious development plans and its ethos is a commitment to "excellence and equality, fostering intellectual and personal achievement in an environment in which every voice matters. Under the academic guidance of world-class researchers, students are expected to challenge and question, as pioneering, independent thinkers who will go on to shape their generation."

The Academic Office

The small and friendly Academic Office handles the College's academic administration under the overall direction of the Senior Tutor, with line management by the Academic Registrar. Whilst

each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises.

This post offers a good opportunity for someone with excellent organisational, IT and interpersonal skills, and a knowledge of secondary school teaching in the UK state-sector, to play a significant role in two of the College's most important functions: the admission of undergraduate students to the College, ensuring that the administration of the admissions process is maintained and developed at a high level; and in assisting with current and future outreach opportunities to attract high calibre undergraduate applicants.

The role includes taking responsibility for all aspects of the College undergraduate admissions process, as well as promoting St Hilda's College, the University of Oxford, and the higher education sector more generally to encourage applications from students regardless of background. The postholder will need to be fully appraised of admissions policies and practices, higher education legislation and policy such as fees and bursaries.

The postholder will be responsible to the Academic Registrar, and ultimately to the Senior Tutor, who is the College's Tutor for Admissions.

Undergraduate Admissions

St Hilda's receives around 650 undergraduate applications from which the Fellows select and make offers to 135 applicants each year. The admissions process runs roughly from October to March each year, and includes working closely with tutors and liaising effectively with applicants. The weeks associated with the publication of A-levels results in August is also a particularly busy time. The Undergraduate Admissions Officer will take ownership of undergraduate applicants from initial enquiry and/or attendance at an outreach event or an Open Day, through the application and interview process, to subsequent results verification and student registration at the start of the academic year.

St Hilda's also runs a [Visiting Student programme](#); we currently admit around 20 Visiting Students per year, with a view to increasing this number in future years. This role will handle the admissions process for all Visiting Students in collaboration with the Director of the Visiting Student Programme.

Outreach

The key aim of the outreach programme is to encourage and support more highly qualified students from under-represented groups to apply to Oxford and the College. This is part of the College's strong commitment to the joint principles of excellence and equality. In addition, effective outreach work should also ensure that the College offers a welcoming environment and inclusive experience for all of its students. The Undergraduate Admissions Officer will work and communicate effectively with colleagues throughout the College and from across the wider University.

Main Duties and Responsibilities

- Responsibility for all aspects of the College undergraduate admissions processes. This involves:
 - liaising with all relevant participants: tutors, college staff, student helpers and applicants
 - receiving applications online from the central university database and distributing them to the appropriate tutors and their teams
 - planning and organising the interview process: liaising with other colleges about possible second interviews; preparing and ensuring accuracy of offer and rejection letters
 - providing feedback to applicants

- issuing financial declarations, reading lists and fresher packs to incoming students
- assisting in obtaining visas for overseas students
- confirmation of A-level results and other qualifications: receiving results from the University, preparing appropriate letters
- providing lists and details of incoming undergraduates to all those who need them, including colleagues in the accommodation team
- responding promptly and professionally to enquiries from schools and applicants, including providing advice
- assisting the Tutor for Admissions with the implementation of University admissions policies
- liaison with University Undergraduate Admissions staff and staff from other colleges involved with admissions and outreach; this will involve attending meetings outside the College
- reviewing and refining all systems, ensuring accuracy of all information; preparing reports and analysis on undergraduate admissions and outreach and presenting these at College Committee meetings
- Assist the Undergraduate Outreach Officer with developing and delivering a coherent outreach programme including tracking pupils' progress from participation in outreach activities through to application, and addressing visitors (both school students and teachers) in groups.
- Maintain and develop the admissions and outreach pages of the College's website in collaboration with the Undergraduate Outreach Officer
- Day-to-day office administration

Selection Criteria

Essential

- Graduate or equivalent.
- Self motivated, able to take initiative and produce independent work; a willingness to accept responsibility.
- Excellent attention to detail; high level of personal organisation and accuracy.
- Excellent command of English, both written and oral, high professional standards, high level of numeracy.
- Good computer skills - Excel, Word, PowerPoint, web content management systems and University databases; ability to learn new IT skills as required.
- Ability to develop systems and produce accurate and informative reports.
- Ability to promote and represent the College to school groups and at University meetings.
- Experience of organising events.
- Ability to deliver informative and exciting presentations to a variety of audiences.
- Ability to handle confidential and sensitive issues with discretion and tact.
- Ability to stay calm and work accurately when under pressure.
- Adaptability and flexibility to manage a variable workload.
- Willingness to keep up to date with new procedures (training will be given).

Desirable

- Previous experience of admissions processes, ideally in Oxford.
- Understanding of studying within the University of Oxford.
- An understanding of widening participation policies and issues.

Conditions of Employment

University Grade 6 salary scale, (reviewed annually), according to qualifications and experience. This is a permanent, full-time post, with a contributory pension scheme. The post is open to women or men, and the normal retiring age is 65. It entails a 35-hour working week, usually Monday-Friday, 9am-5pm, with a break for lunch. Lunch is provided free of charge. At certain times of the year, the post will require longer working hours, which will be compensated for by

time off in lieu. There is a paid holiday entitlement of 38 days holiday per year, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term. Significant periods of leave may not normally be taken during Full Term or during exam periods, and no leave may be taken during the undergraduate admissions exercise in December and the week in August when A-level results are published.

The post is subject to a 6-month probationary period, with 3 months' notice on either side.

How to Apply

Applications should include the following documents:

- Completed application form
- A brief letter of application explaining your interest in the post and how you meet the selection criteria
- Up-to-date CV

Your application should be emailed as a single pdf file containing the documents listed above, to the Academic Registrar at rebekah.unwin@st-hildas.ox.ac.uk by the closing date of **12 noon on Friday 17 April 2026**.

Interviews will be held in the week beginning 27 April.

For an informal discussion about the role, please contact the Academic Registrar, Rebekah Unwin, by email or on 01865 276889.