The Architectural Association

Admissions Officer

Salary:	£35,000.00 to £40,000.00 per annum
Location:	London – Bedford Square
Department:	Registrar's Office - Admissions
Reporting to:	Head of Admissions
Starting Date:	3rd June 2024
Contract Type:	Fixed-term
Hours of work:	Full-time; 35 hours Monday to Friday; 10am-6pm

Role Overview

The Admissions Officer will work as part of a busy team who undertake the annual recruitment, application and registration processes for the AA Foundation Course, the 5 year ARB/RIBA recognised course in architecture and nine programmes at postgraduate level. Reporting to the Head of Admissions and School Registrar, the Admissions Officer will be managing a range of undergraduate and postgraduate applications. The Admissions Officer will be responsible for answering applicant enquires, processing applications, issuing CAS forms, helping to ensure that student numbers are maintained, assisting with the smooth running of the department as well as the promotion of the school.

Main Responsibilities

- Responding quickly and accurately to Admissions enquiries from applicants or prospective applicants via email, phone and in person.
- Being available to talk with prospective students/parents, and providing tours of the facilities, is a key aspect of the role.
- Liaising closely with Programme Heads and tutors over portfolio assessments and interviews ensuring quick and efficient turnaround of decisions
- Processing applications, assessing the basic eligibility of candidates using ECCTIS (UK ENIC) and corresponding with them accordingly.
- Arranging portfolio assessments with tutors and directors and preparing the required documentation for assessment.
- Scheduling and booking interviews with applicants and managing the interviews and applicants on the day/ via online platforms.
- Preparing and sending application outcomes e.g. offer / rejection letters.
- Entering details on the database and ensuring records are kept up-to-date.
- Reviewing applicants' documentation and completing the online application form for the Home Office / UKVI Student Visa
- Maintaining basic statistics concerning applications, offers and acceptances so that predictions can be made for numbers of students expected.
- Liaising with programme directors on a regular basis with regard to applicant numbers.

- Providing input into the marketing strategy alongside the Head of Admissions and the team.
- Promoting and engaging with a range of on-site and virtual open days to promote the academic activities of the AA School.
- Support the running of Introduction Week for new students and official Registration alongside the team.
- Any other duties as may be reasonably requested by the Head of Admissions.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Person Specification

- A minimum of 2 years' experience in an Admissions role within Higher Education; previous employment within in an arts/architectural setting would be advantageous.
- A proven record of managing a complex administrative workload
- Excellent organisational and time management skills, methodical approach and attention to detail and accuracy
- Excellent IT literacy (Microsoft Word / Excel / Outlook and Database systems)
- Experience working with the Home Office / UKVI and SMS system would be advantageous.

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.