

ADMISSIONS OFFICER

ROLE:

To provide a responsive and efficient admissions service to prospective students, ensuring all applicants receive comprehensive, impartial and client-centered initial information and advice.

DUTIES AND RESPONSIBILITIES

- Provides initial information and advice about education and training opportunities at CTC to current or prospective students to inform their course choice
- Provides practical advice and assistance with the completion of application forms and enrolment documentation
- Collect additional information regarding applicants' needs and/or previous educational history and make timely and appropriate referrals to specialist staff to meet these needs
- Maintain appropriate records, including details of student enquiries, applications, interviews and offers
- Arrange interviews where these are required and manage correspondence with applicants
- Provide information and guidance for students with disabilities and make practical arrangements to meet specific needs
- Maintain links with curriculum and business support teams to update course knowledge and follow up on applicant queries.
 - o Manage the admissions processing of a portfolio of programmes in close liaison with academic team, applying agreed criteria to make admissions decisions consistently and fairly.
 - o Handle telephone and email enquiries from prospective students, their parents, teachers and advisers independently and in a timely and professional manner.
 - o Process incoming applications, checking qualifications, the validity of decisions and authenticity of results.
 - o Liaise regularly with both academic and administrative staff