

Role Profile

Job Title: Admissions Officer (International)
Reports to: Admissions Manager
Reports: None
Grade: 7

ABOUT ICMP:

ICMP has been delivering innovative Higher Education programmes focussed on music performance and music business for over thirty years. Our continued growth means that we are developing new programmes, applying for Degree Awarding Powers, and seeking an Admissions Officer with a specialism in international admissions to provide support and expert advice to our cohort of EU and Overseas applicants.

THE REGISTRY AT ICMP:

The Registry at ICMP is organised into four teams. Planning & Quality undertakes systems work which is not directly student facing, and undertake academic and some corporate governance; Admissions directly supports our applicants through the admissions process; Academic Support provides support and administrative services to enrolled students; and Student Services delivers specialist advice and support to students with specific needs.

The Registry plan identifies the following goals:

- To simplify and align registry processes and procedures
- To automate and improve efficiencies
- To meet all regulatory requirements
- To produce a 'data and information' map to facilitate decision making and transparency
- To improve admissions processes and analysis

Our overall objective is to decrease the resource consumed by routine administrative tasks so that we can increase the personal support we are giving to students.

JOB PURPOSE:

The role of the Admissions Officer (International) is:

- To be ICMP's expert on all student route immigration compliance issues;
- To support and assist the admission of all EU and Overseas students, including required English assessments;
- To assist in the production of management information;
- To support open days and other recruitment events when required;
- To administer all student immigration processes throughout the student life-cycle;
- To be a member of our Visa Compliance Committee;
- To represent ICMP in relevant external fora (for example GuildHE, ARC or AUA events relating to Student route immigration issues).

The role works closely with colleagues in the Admissions team to ensure that our applicants and students are supported through the immigration process. The role holder will also work on UK admissions when required. As a member of a busy and high performing admissions team, the post-holder will be expected to develop an understanding of the audition booking and recruitment roles of the team and to support the wider team at key points in the year.

PRINCIPAL RESPONSIBILITIES:

Admissions Processes

- Responding to course enquiries.
- Booking auditions.

- Greeting applicants at auditions and holding post audition meetings.
- Communicating with auditioning tutors to establish course suitability.
- Sending course offers to applicants (UCAS and direct).
- Ensuring applicants have the necessary student finance information.
- Emailing pdf version on the course specific acceptance brochure as well as sending hardcopies.
- Collating Tier 4 visa documentation when required.
- Communicating with applicants that have not replied to course offers to encourage them to accept.

Expertise and guidance

- To support all EU and Overseas students and applicants through the Admissions process, including auditions, offers, Confirmation of Acceptance for Studies (CAS) letters, etc.;
- To advise colleagues at ICMP on issues relating to the Student route, visas, and compliance;
- To assist in the production of management information;
- To deliver training to ICMP staff and (where appropriate) students.

Tier 4 processes

- To be responsible for the day-to-day administration and management of all student immigration cases;
- To provide a professional and friendly service to all students and applicants who require a visa to study at ICMP;
- To manage the administration of English assessments where required;
- To keep appropriate records;
- To maintain close liaison with Admissions and Finance colleagues.

Visa Compliance Committee

- To be a member of the Visa Compliance Committee;
- To provide specialist advice and knowledge to the Committee on all areas of Tier 4 compliance.

Other Duties

- To support open days when required;
- To undertake other duties appropriate to the grade of the post, as assigned by the Admissions Manager.

Key Internal and External Relationships

- Head of Admissions
- Marketing Manager
- Head of Student Services
- Programme Leaders
- Admissions Officers
- Academic Team

PERSON SPECIFICATION



Criterion	Essential	Desirable	Means of testing
Education	Educated to degree level or equivalent work experience		Application form
Work Experience	Current experience of UK Visas and Immigration processes		Application form/ Interview
	Experience of international admissions in the UK HE sector		Application form/ Interview
		Experience within a student or other customer facing environment	Application form/ Interview
Specific skills or knowledge for the role	Understanding of the student immigration route		Application form/ Interview/ Test
		Understanding of the English HE regulatory environment	Application form/ Interview
Personal qualities	Good communication skills (written and verbal)		Test
	Able to work effectively with others		Test
	Attention to detail		Test
	Commitment to equality and diversity		Test
		An interest in contemporary music education	Application form/ Interview