

## **JOB DESCRIPTION**

**Job Title:** Admissions Coordinator\_ Specialised Master programmes  
**Responsible to:** Head of Marketing, Admissions and Communications  
**Grade:** UK Campus Professional Services Grade 2 – Coordinator

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### **Job Summary and Purpose:**

The post-holder will be responsible for the admissions of our Specialised postgraduate full-time degree programmes ensuring the agreed admissions strategy is implemented effectively and efficiently. The primary role is to represent the School, interacting with prospective students, answer questions, providing information, and guiding them through the admissions process.

The Admissions Coordinator will ultimately report to the Head of Marketing, Admissions and Communications (Head of Department) but will be supervised on a day-to-day basis by the Postgraduate Marketing and Recruitment Manager.

The Coordinator will actively work and participate in meetings with our Programme Directors as well as other key departments (Programme Office, Visa Officer, Finance Department) to enable delivery of the School's objectives.

This is a varied and demanding role that requires a good understanding of management education and higher education markets. This role requires a strong, demonstrated ability to coordinate multiple priorities, deliverables, and timelines.

We are looking for candidates who are able to use their initiative, be proactive and contribute to improving current working practices.

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### **Main Duties and Responsibilities:**

#### ***Admissions Responsibilities***

- Responsible for ensuring the efficient and effective processing of admissions materials submitted as part of the application process
- Correspond with applicants in person, by phone or email regarding missing materials, admissions status, answering enquiries, and confirming enrolment

- Ensure the processing of applications and supporting documents as well as 'next step' communication in a timely manner
- Assist in the collection of admissions statistics throughout the admissions cycle using admissions software and other appropriate applications such as Excel.
- Maintain continuous follow up with applicants from completed application to matriculation stage
- Communicate with prospects regarding admissions process and policies
- Reviewing application forms and supporting documents, conducting initial profile assessment and processing application files in accordance with prescribed guidelines for the programme
- Report to the Head of Marketing & Admissions on admission-related matters, provide recommendations and support on improving the process.
- Coordinating admissions sessions effectively and ensuring a timely admissions results input into the online system and admissions files, and statistical data/reports production
- Ensuring the financial registrations and policies are followed during the enrolment process.
- Processing scholarship applications and provide recommendations.
- Use the data in accordance with the Data Protection Act, as outlined in the School guidelines
- Attend the Postgrad status meetings and provide relevant reports and updates on admissions.
- Support the Recruitment Executive for Specialised Masters programmes and Programme Office during Induction days and Open days
- Providing statistics and admissions report on a weekly basis and a final analysis and report at the end of the recruitment cycle.
- Responsible for monitoring and managing all incoming communication in the [masterlondonadmissions@escp.eu](mailto:masterlondonadmissions@escp.eu) inbox related to the Specialised Masters programmes
- Work closely with the Visa Officer to ensure international students get all documents required for visas
- Work closely with the Programme Office team to ensure students have a smooth transition after they confirm their offer until they are seated in class
- Responsible for updating all specialised MSc admissions-related documents, scholarship application forms and letter templates when required, with the support of Postgraduate Marketing and Recruitment Manager and Head of Marketing & Admissions
- Conduct online offer holder Q&A sessions and themed webinars for admitted students (e.g. Visa webinars, Accommodation, etc.).
- Stay up-to-date with different national and international qualifications and update the wider MSc team on any significant changes in the market.

### ***Recruitment Functions***

- Assist with the logistics and operations of group information sessions, Open Days and other recruitment fairs/events, when necessary
- Work closely with Marketing and Recruitment team members to assist with implementation of admissions strategies and maintaining a communication schedule

**Person Specifications: Skills/Experience Required:**

- Excellent organisational and IT skills
- Good team player with the ability to work independently and as part of a team, with minimal supervision and most importantly work efficiently and accurately
- Professional verbal and communications skills and the ability to communicate well at all levels and to build effective relationships
- Excellent presentation skills
- High level of accuracy and attention to detail is key in this role
- Strong project management skills and the ability to analyse and interpret data
- Professionalism, creativity, good interpersonal and communications skills
- Student-centred, advisor-oriented and have the ability to perform multiple tasks effectively and efficiently
- Strong customer service orientation
- Have exceptional initiative and judgement
- Ability to work effectively with faculty, administrators, students, alumni, and external constituents

**Experience and Education:**

- Educated to degree level or equivalent
- 2+ years of administrative/office management experience in higher education admissions (admissions, registrar or financial aid) preferred
- Professional experience and knowledge in the higher education sector, especially in the UK and, if possible, Europe
- Experience of working in an international environment
- Must be a native English speaker and writer
- Good understanding of written French is a plus

**How to Apply**

Please send your CV and covering letter to [ukrecruitment@escp.eu](mailto:ukrecruitment@escp.eu)

If you have any questions, about the role or application process, please contact [ukrecruitment@escp.eu](mailto:ukrecruitment@escp.eu)

For more information about the School, please visit our website on [www.escp.eu](http://www.escp.eu)