

Admissions Executive (Bachelor in Management)

Closing date: 9th March 2023

The Admissions Team at ESCP Business School is currently looking for an Admissions Executive to be based at the London Campus situated in Northwest London.

The Admissions Executive will be responsible for the admissions and enrolment of our full-time, undergraduate degree programme, Bachelor in Management (BSc). Primary responsibilities include ensuring that the agreed admissions strategy is implemented effectively and efficiently against strategic objectives and ambitious targets.

The Admissions Executive requires a high-level understanding of business and management, and excellent interpersonal and diplomacy skills. The School enrolls a large number of international students, for which this knowledge of global education systems (ex. UK, US, France).

The Admissions Executive will provide a high degree of professionalism when representing ESCP Business School, as well as high accuracy and strong attention to detail when handling student applications, student records, sensitive data, and analytics.

Knowledge Skills and Experience

Essential Requirements

- Minimum of 3-5 years of Administrative/office management experience in higher education admissions
- Experience in admission, student recruitment or sales-oriented role in a client-focused service environment
- Knowledge of student recruitment and admissions processes, predominantly in UK A-Levels, American school system, French Baccalaureate, and International Baccalaureate
- Previous experience working with UCAS and/or The Common App is a plus
- Student-centred, advisor-oriented approach with the ability to communicate well at all levels and build effective relationships
- Ability to coordinate multiple priorities, deliverables and timelines, and frequent communications with staff, faculty and stakeholders at all levels
- Strong organisational, collaborative and communication skills
- High level of accuracy and attention to detail
- Excellent IT skills (Google Workspace: Sheets, Word, Slides, and Adobe Pro)
- Able to use and work via platforms such as Zoom, Teams, Google Hangouts
- Valid passport in current and good standing
- Willingness to travel frequently (within the UK and abroad)

Desirable Requirements

- Additional languages such as Spanish, French are welcome but not required.
- Experience working as part of an international team is a plus

Main Duties and Responsibilities

- Maintain efficient processing of admissions materials (including applications and supporting documents) submitted as part of the applications process in a timely and professional manner
- Correspond with applicants by phone, email, video call or any other means regarding missing materials, admissions status, answering enquiries, and confirming interviews/enrolment
- Support successful candidates requiring UK student visas by working closely with the UK Visa Office team
- Liaise with candidates, faculty and professional service colleagues to coordinate interviews
- Assist with logistics and operations of group information sessions, Open Days, Induction Days, and other recruitment fairs/events, etc.
- Maintain weekly statistics and regular reporting as requested for the Associate Head
- Implement admissions marketing strategies, including developing the communications plan and implementing clear, concise and effective campaigns with the support of the Associate Head
- Ensuring all London starters submit final documents (diplomas and English certificates) when starting their programme at enrolment

What can ESCP offer you?

- 30 days annual leave with the addition of Bank Holidays
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after successful probation period
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with manager.
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French

Application details

Applicants should submit a cover letter and CV to our Human Resources Department at ukrecruitment@escp.eu by 9 March 2023.

Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

For more information about the School please visit our website on www.escp.eu