



JOB DESCRIPTION UNIVERSITY ADMISSIONS MENTOR

Job Element	Detail
Job Title	University Admissions Mentor
Reporting To	Super Curriculum Director Super Curriculum Manager
Department/Location	Oxford International College, 1 London Place, Oxford OX4 1BD
Main Purpose	<p>Main purpose:</p> <ul style="list-style-type: none"> • To assist our AS students with their university applications by: <ol style="list-style-type: none"> 1. To teach and practice university admission tests. 2. Providing one-to-one personal statement sessions. 3. Providing mock interview practice.
Duties & Responsibilities	<p>Duties include:</p> <ul style="list-style-type: none"> • To carry out activities to enrich students' knowledge of the examinations. • To proof-read and assist in amending personal statements. • To suggest suitable reading material to broaden the students' knowledge of their chosen subjects. • To conduct mock interviews to test the students' knowledge of their subject, chosen universities and courses and to help them improve their communication skills and personal conduct. • To track students' progress through the one-to-one sessions and report any concerns to the Super Curriculum Manager.
Skills and Experience:	<p>Skills and experience:</p> <ul style="list-style-type: none"> • To have excellent command of spoken and written English. • To be educated to degree level or to have completed the first year of their degree. • To communicate well and in a clear and concise manner. • An ability to use his/her initiative and to suggest solutions. • Good record keeping.

Key Competencies	<ul style="list-style-type: none"> • To have a warm, helpful personality, be able to work under pressure and inspire confidence. • A courteous and confident manner with students, colleagues and visitors. • Good personal presentation. • Outstanding communication skills - written and spoken. • Ability to plan and organise impeccably. • Ability to prioritise conflicting demands. • Good problem-solving skills. • Ability to gather and organise information. • Meticulous attention to detail and accuracy. • Flexibility. • Adaptability. • Positivity. • Good team working skills. • Outstanding customer service. • Empathy with young people.
Critical Success Factors	<ul style="list-style-type: none"> • Meeting deadlines to the full satisfaction of the Super Curricular Department. • Positive feedback from all College members with regard to efficient retrieval of information. • Positive feedback from tutors, students and visitors regarding the quality of the welcome and ambiance in the office.
Child Protection, Discipline, Health & Safety	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. • To understand and uphold the Colleges safeguarding procedures when accessing student accommodation in the capacity of the job role. • To be familiar with and uphold the '<i>Internet, Email and Telephone Policy</i>' • To liaise with the designated Child Protection Officer (Mrs Kim Terrar) if a concern arises. • To understand and uphold the Government's statutory guidelines of '<i>Keeping Children Safe in Education</i>' in accordance with the College's policies and procedures.
Guiding Principles	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> • Our actions and words reflect integrity, positivity, respect & compassion, and a strong sense of service to others. • We will support our students' individual educational needs and goals, securing the best opportunities and outcomes. • The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses, and excellent facilities
Hours of Work	Negotiable
Salary & Benefits	£25.00 per hour

Oxford International College *is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake an enhanced DBS Disclosure.*