

Admissions and WP Associate

Location: London, United Kingdom - temporarily remote

Salary: £25-30k dependent upon experience

Permanent, full time role

Joining our mission

Help us build a world class university and recruit a diverse founding cohort of 100 dynamic, high potential students for 2021.

The LIS programme



One innovative bachelor
of science and arts
programme



Interdisciplinary
approach tackling
Real world problems



Personalised paid
internships

At LIS, we're building a new, world class university that prepares students to tackle some of the global challenges facing society whilst challenging the status quo of higher education in the UK.

We have an exceptional faculty of teachers, access to the best academics across London and close partnerships with world leading organisations (McKinsey, Virgin, Met Police).



The right students for the founding cohort

We're committed to delivering a fair admissions system that admits students of outstanding achievement and potential, irrespective of their background.

We are achieving this by committing to interview every single applicant, creating a personalised support plan for every student and ensuring all our staff are trained on inclusion and equity.

Your role

- We are looking for an Associate to support the work we do in Admissions and Widening Participation (WP). You will be working in a small team and fast-paced environment to help recruit high potential students for our 2021 cohort and future cohorts.
- Your idea of a great day will be to talk to students, conduct insightful analysis, and problem-solve with the team on how to improve our innovative admissions process.
- Day to day, you will assist in the delivery of workshops as part of our WP programme and delivery of LIS's admissions cycles, including scheduling Selection Days, applicant support, data management and analysis.
- You'll be building long-term relationships and guiding students through the application journey. This will include developing IAG (Information, Advice and Guidance), facilitating Selection Days, answering questions and giving follow up support to offeres.
- An important part of the role will be supporting the delivery and evaluation of the WP outreach work, including building our network of WP schools and supporting WP learners through the LIS admissions process and beyond.
- Another part of the role will be managing, analysing and presenting applicant data, which we'll use in our decision-making on offers and conditions of offer.
- You'll be part of the team working to evolve our innovative admissions process, which aims to recruit a truly diverse cohort, with a commitment to interviewing all applicants.
- You'll also maintain the Admissions inbox, liaising effectively with the wider team and candidates ensure the smooth running of our admissions process.



Who are you?

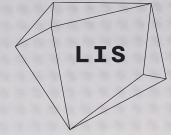
We are working to improve diversity in Higher Education therefore personal experience of overcoming these barriers, or experience of supporting young people from underrepresented groups, will be a valuable asset to the organisation.

Key skills:

- Exceptional organisation and time management skills
- Confident delivery for different stakeholders, including students, teachers and parents
- Strong data and modelling skills, including data capture and entry, analysis, checks, formatting, and data presentation
- Effective communication skills: over the phone/Zoom, and in written comms (emails)
- Good understanding of challenges facing WP learners and/or experience working in schools
- Details-orientated when developing communications and managing data
- Self starter, resourceful and happy to spend time researching/developing new ways to support applicants through our innovative admissions system
- Ability to multitask and ability to see work through to conclusion
- Able to follow clear and detailed process and work in close collaboration with others in a fast-paced environment
- Good working knowledge of Microsoft Office suite, especially Excel

Desirable but not essential:

Experience using CRM systems



Who are we?

We are a small, friendly, values-driven team based in a co-working space in Aldgate in East London. Despite currently all working from home, we have established a number of ways to keep in regular contact and continue to support each other. We will go out of our way to welcome a new member of the team.

We also offer:

- Company sponsored monthly fitness contribution.
- Annual personal development contribution for external training/ coaching.
- Opportunity to join a fast-growing organisation.
- Flexible working hours. We care about the results you deliver not how or when you work.
- 25 days holiday. Take time out to be inspired.



Next steps

To apply, please email admissions@t-lis.org summarising your interest in the role by **5.00pm on the 19th July 2021**. Please include your contact details and attach your CV.

Shortlisted applicants will attend a phone-screening and may go on to complete a task.

If successful, we would then invite you to (Zoom) interview, led by our Head of Admissions

LIS is committed to diversity, equality and inclusion in the hiring of its staff, and in all aspects of staff training, remuneration, development and performance management.

The School's Recruitment of Ex-Offenders Policy aims to ensure that the School treats all applicants for jobs who have a criminal record fairly, and does not discriminate unfairly against candidates with either a spent or unspent conviction, whilst safeguarding the School, its staff, students, applicants and visitors. [See the full policy here](#)