**Job Title:** University Admissions Advisor
**Location:** Manchester, on site
**Full time position**
**Salary:** £23-28k Depending on Experience

**Company Overview:**

We are Pick a uni, a trailblazing digital marketing firm which focuses on university admissions. We have a strong track record in the UK market since 2013, and are dedicated to helping applicants connect with the best educational opportunities. As part of our growth strategy, we are seeking to recruit a university admissions advisor to join our office in Manchester.

**Job Description:**

As a university admissions advisor you will play a crucial part in helping applicants pursue their dreams of higher education. You will be based in our Manchester office with the ability to work part time from home, and will be part of a dynamic and friendly team engaging with university applicants in the local area.

You will advise applicants on their higher education journey, including student finance and making course choices, and provide information about our partner universities and courses. You will also answer general questions about the university experience. Your key strength will be in supporting applicants from non-traditional backgrounds, helping them to understand aspects of university life and the value of a degree. You will liaise with our administrative team to ensure applicants have the tools they need to pass interviews and language tests, and to thrive once they begin their course.

**Responsibilities:**

- **Student admissions:** Meeting and exceeding admissions targets by actively promoting our partner universities and courses to prospective students.
- **Applicant support:** You will support applicants remotely and in person to complete the admissions process, advising them on each stage of their journey to university. You will have, or develop, expertise in Student Finance England's processes, english language and visa requirements, work experience, and student interview coaching.
- **Career development:** You will help applicants to understand how pursuing a degree fits into their career development, and grow their intrinsic motivation to pursue their studies.
- **Course Knowledge:** You will liaise directly with our clients to provide up-to-date knowledge on university programs, admissions requirements and key admissions facts.
- **Team Collaboration**: Collaboration with our Manchester team to produce targeted student outreach campaigns, participate in training sessions, and sharing best practice. You will also be a key point of collaboration with our offices in London, Sri Lanka, and India.
- **Event Promotion:** You will answer student queries at webinars, events, and open days.

**Skills and Qualifications:**

- Great communication and interpersonal skills. Empathetic, with the ability to understand mature students' journey and individual needs.
-Assistive and responsive. You go out of your way to help others.
-A professional telephone, email, and in-person manner.
-Experience in university admissions, either through further or higher education preferred.
-Great documentary and research skills; the ability to research university courses and develop a complex understanding of different course requirements, sector knowledge or the ability to gain this.
-Strong IT skills, use of Microsoft Word or Google Docs, and good typing skills.
-A commitment to diversity and inclusion, comfortable working with people from all walks of life.
-Strong organisational and time-management abilities.
-A passion for education and helping students achieve their goals.
-A self-motivated, target-driven mindset.
-Ability to work independently and as part of a team.
-Bachelor's degree (preferred but not required).

We are committed to creating a diverse and inclusive workforce. We encourage applicants from all backgrounds and walks of life, and are happy to make adjustments to the application process as needed.