

JOB TITLE: MBA ADMISSIONS COORDINATOR - CANDIDATE MANAGEMENT

REPORTS TO: HEAD OF MBA RECRUITMENT & ADMISSIONS

Background

Cambridge Judge Business School's MBA programme, with a class size of between 230-250, stands as its flagship offering, driving its growth and reputation. Our focus ahead centres on enhancing the student body's calibre in a competitive landscape.

The programme generates £14.5M annually. The MBA Office oversees all programme facets - marketing, admissions, faculty coordination, materials, assessments, student support, and career guidance.

Fees total £74,000 for the one-year programme, attracting experienced professionals seeking corporate-world standards in quality and service.

The role

The role within the MBA Admissions and Recruitment team focuses on promoting the full-time MBA programme and driving a selective process to enrol around 230-250 top-tier students, generating £14.5M in revenue for Cambridge Judge Business School.

Responsibilities involve speaking at approximately 15 promotional events annually, engaging with various MBA stakeholders like alumni, current students, faculty, Cambridge Colleges, and external partners. This includes collaborating with entities like GMAC, Poets & Quants and AIGAC to raise programme awareness and drive applications.

Additionally, the role encompasses reviewing 600 applications yearly, supporting five interview days (or online alternatives), and nurturing 250 offer candidates to ensure their enrolment in the programme. The primary objective is to attract and assess top international candidates, meeting class targets in numbers, academic excellence, diversity, and employment potential.

Main responsibilities

Student recruitment and admissions

- Develop and execute tailored consultative sales plans for 250 offer candidates annually. This includes identifying their decision factors, addressing concerns, and arranging discussions with alumni, students, faculty, or career staff to enhance acceptance rates.
- Follow up with promising candidates from events via email, phone, and social media to share MBA details, aiming to generate around 1,200 applications yearly.
- Foster alumni relationships to boost their participation in promoting the MBA, attending events, sharing stories, and connecting with offer candidates to endorse enrolment.



- Cultivate connections with current students, encouraging involvement in campus events and webinars to convert MBA inquiries into applicants.
- Inform educational advisors, like overseas admissions consultants and the Graduate Management Admissions Council, about the MBA programme.
- Coordinate post-event networking for alumni and students to keep them engaged and updated on Business School developments.
- Host up to six pre-interview day dinners yearly, linking MBA applicants with students and similar candidates to deepen their interest in the programme.
- Manage the scholarship application process via Kira Talent, organising committee meetings to select recipients.

Marketing and recruitment operations

- Contribute to the MBA's recruitment and marketing strategy, working with a budget of about £500,000. Use insights into each region's recruitment needs to contribute to weekly Marketing and Admissions team meetings, ensuring a strong applicant pool by addressing weaknesses in enquirer and applicant groups.
- Deepen understanding of regional MBA student markets, focusing on key regions like North and Latin America, Europe, Africa, and the Middle East. Develop and execute recruitment strategies and collaborate with suitable partners (e.g., fair providers) to enhance Cambridge MBA opportunities in each region, setting targets and planning events for the upcoming year.
- Represent the Cambridge MBA and Cambridge Judge Business School at 15 annual MBA recruitment events (in the UK, overseas, and online). Engage in panel discussions, deliver detailed presentations about the Cambridge MBA, and interact to drive application generation.
- Lead presentations at events and online platforms, answering attendee queries to boost applications.
- Conduct personalised advice sessions for prospective candidates (on-campus, online, or at events) to encourage applications and provide tailored information.
- Prepare concise reports on recruitment fairs and receptions, outlining event details and suggesting improvements.
- Utilise the candidate application database (Microsoft Dynamics) to record, generate reports, and track candidates through the admissions process.

Research and analysis

- Research MBA application trends and GMAT test-taking patterns to guide event strategies.
- Analyse reports from GMAC and GMAT test-takers to understand MBA interest in target markets.
- Benchmark the Cambridge MBA and marketing initiatives against competitors, evaluating competitor promotional activities.

Candidate selection

- Review around 600 candidate applications annually, assessing their suitability to meet targets and desired profiles.
- Verify references and academic details to ensure accuracy and address any application weaknesses or concerns.
- Interrogating external databases in order to verify academic details such as GMAC, ETS, Ecctis, and Qualification Check,

Candidate assessment

- Participate in the MBA Admissions Committee, contributing to admission decisions.
- Engage with faculty to assess borderline candidates thoroughly.
- Support on-campus interview day logistics, including candidate lunch, guides, and student involvement.
- Ensure compliance with University policies on Health and Safety, Equal Opportunities, Copyright, Data Protection, Freedom of Information, and Disability regulations relevant to the role.

Candidate welfare and enrolment

- First point of contact for about 150 accepting candidates who are all professionals. Resolve queries about the enrolment process, advise candidates of suitable college options and co-ordinate the submission of their application papers.
- Facilitate and co-ordinate liaison between the MBA candidate and their college, primarily working with the Senior Tutor and Admissions Secretary at each College.
- Scrutinise and verify financial documents provided in a range of currencies to ensure the necessary funds are available for a candidate to take up their place.
- Provide candidates with guidance on financial aid available and present cases to the Admissions Committee with recommendations for suitable levels of needs-based awards or suitability for merit based awards.
- Liaise with external stakeholders such as the 31 colleges and the University's International Student Office and Language Centre.
- Use of the University's student database, CamSIS, to submit college applications and record student data.

Teamwork and training

- Assist with recruitment and induction of team members. Providing training and advice as necessary.
- Provide and present information on the MBA and recruitment initiatives to members of the wider MBA Team and Business School.
- Prepare and provide relevant marketing and country information for staff and alumni participating in MBA promotional events.

- Collaborate with the other premium fee programmes and IT in order to contribute to the continued development of the application form, enrolment portal, payment portal and the backend of Microsoft Dynamics.

The person

The ideal candidate should have the following qualities, skills, and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form.

Essential

- Degree level education or equivalent.
- Previous office experience.
- Knowledge and understanding of the higher and further education environment including international qualifications and universities.
- Experience of marketing, sales and/or customer relationship management.
- Experience of planning events, including overseas events.
- Knowledge or interest in the MBA market. In addition a willingness and interest to participate in international MBA conferences and other professional activities.
- Knowledge of or willingness to learn about student profiles and desirable characteristics for admission and post MBA employment.
- Ability to keep abreast of national (and international) developments in admissions practice and policy.
- A good working knowledge of and ability to research and identify funding sources available for students.
- Financial awareness including budget monitoring and the ability to manage University credit card expenses and ensure compliance with University purchasing procedures.
- Excellent oral and written communication skills, including presentation skills, excellent communication and people skills and the ability to act as an ambassador for Cambridge Judge Business School and the University of Cambridge.
- Experience of working with people from other countries and cultures; ability to deal with a wide range of people and cultures at all levels within and outside the organisation.
- Experience of building and maintaining effective working relationships with stakeholders at all levels including; potential applicants, University staff and students, admissions consultants, external funding bodies and alumni.
- Excellent interpersonal skills, with a record of influencing and motivating others.
- Competence in using MS Office suite.
- Excellent organisation skills - particularly in organising, participating in and delivering events.
- Ability to work both independently and within a small team setting.
- Ability to prioritise a wide variety of tasks.

- Ability to act on own initiative and quickly learn office and recruitment processes.
- Ability to work with accuracy and to deadlines.
- Ability to work under pressure, think on your feet and use own judgement.
- Ability to work with sensitivity and discretion, particularly in handling confidential information and ensuring compliance with data protection principles.
- Willingness to travel internationally alone, sometimes for extended periods and to also work non-standard hours during busy recruitment periods, including weekends.

Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £33,482-£39,355 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 5 June 2025.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position by email on hrrsupport@jbs.cam.ac.uk.

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