

Admissions Selector

The purpose of this role, which may not exist for all programmes, is to supplement the work undertaken by the Programme Admissions Tutor and Faculty Recruitment and Admissions Team Leaders where additional expertise is required in order to reach a decision whether to admit an applicant or not.

The role may be undertaken by any member of University staff or by a non-University expert (eg. a member of staff in an NHS Trust) who can provide the expertise required. In some cases, it may be necessary for Admissions Selectors to be in possession of an enhanced Disclosure and Barring Service criminal record disclosure. Such roles are likely to have responsibility for:

- a. The implementation of University Regulations, policies and procedures relating the recruitment and admission of students;
- b. The application of selection criteria or of a fair selection policy in cases where criteria-based selection is not utilised;
- c. The maintenance of agreed turnaround times for admission decisions;
- d. Working with the Faculty Admissions Team Leader in the co-ordination of visit days, selection interviews (or similar).