

Internship Opportunity with the University of Bristol

Outline

The University of Bristol is internationally distinguished and one of the very best in the UK thanks to its outstanding staff, excellent students and superb facilities. We are:

- A thriving international community dedicated to learning, discovery and enterprise
- Situated in the heart of historic Bristol
- A major force in the life and economy of South West England
- A world leader in research and a member of the Worldwide Universities Network and of the Russell Group of universities

Internship Details

The internship is a 9 month opportunity at the University of Bristol and in the Undergraduate Admissions Office.

The Undergraduate Admissions Office is responsible for selecting undergraduate students using selection criteria developed with academic Schools, inviting applicants to visit days and interviews, and processing final decisions via UCAS (the Universities and Colleges Admissions Service). The team are also responsible for dealing with a high volume of telephone calls and emails from prospective and current applicants regarding admission to undergraduate degree programmes at the University.

The successful candidate would work across the office, allowing them an overview of the different areas. A varied work load would be offered, including routine office work as well as more project-based work, allowing the students to gain a great deal of experience.

Key tasks could include the following:

- Assisting with the assessment of undergraduate applications, using a standard scoring system and an in-house database
- Helping with the administration of the process to collect test scores for the LNAT (National Admissions Test for Law)
- Helping with the administration of the process to invite applicants to visit days and interviews
- Assisting with enquiries about admission, via email and telephone
- Contacting applicants to request information or to invite them to visit days
- Drafting personalised letters to offer-holders
- Project work, e.g. research on EU qualifications and foundation programmes, updating an internal wiki on FAQs for applicants, etc.

The successful applicant would have full access to library facilities at the University of Bristol and to all staff courses such as IT training.

Person Specification

Ideally we are looking for someone who:

- Has a keen interest in the undergraduate admissions process
- Has a good spoken and written knowledge of English
- Is prepared to take the initiative and confident enough to work alone on projects
- Has good IT skills (Microsoft Office, email, internet, database experience an advantage)
- Has previous experience of office work
- Has the ability to organise and prioritise their own work and cope under pressure
- Has a helpful and courteous approach to colleagues and customers
- Has the ability to work accurately to strict deadlines
- Has Erasmus funding to undertake the work placement

Hours of Work

The successful applicant would be expected to work between September 1st 2014 and May 31st 2015 with a total of 20 days holiday throughout the year. Office hours are 9-5. The internship is unpaid (as the successful applicant will have Erasmus funding for the work placement) but there is a possibility of some assistance with travel costs.

Accommodation

Accommodation is easy to find in Bristol and we have a dedicated Accommodation Office to provide advice and support.

Applications and enquiries

To apply for one of the two posts, please send a covering letter and CV by email to Dr Roseanna Cross, Head of Undergraduate Admissions (ug-admissions@bristol.ac.uk). The deadline for receipt of applications is **9am Friday 28th February 2014**. Informal enquiries can also be directed to Roseanna via email or telephone (+44 117 331 7320).