

# JOB DESCRIPTION

<b>Job Title</b>	<b>Recruitment and Admissions Manager, Early Career Programmes</b>		
<b>Reports to</b>	<b>Senior Manager, Recruitment and Admissions, Early Career Programmes</b>		
<b>Department</b>	<b>DECC</b>		
<b>Job Family</b>	<b>Relationship</b>	<b>Level</b>	<b>3</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customized executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## About the Department

London Business School is a top global business school. We operate in a fast moving, highly competitive international market place.

The Degree Programmes portfolio represents the majority of London Business School's revenues. We have a number of programmes ranked highly in the Financial Times and Business Week business education rankings. The department also plays an essential role in supporting the School's brand and reputation.

Recruitment and Admissions are a group of over 50 individuals tasked with all aspects of the customer sales and selection experience from enquiry to enrolment. The Early Career Programmes Recruitment and Admissions Team is part of this group and is responsible for recruiting and converting world-class candidates from around the world.

The Early Career Programmes has revenue targets of c£22million per year and recruits c500 students annually across a suite of programmes including the Masters in Management (MiM), Global Masters in Management (GMiM), Masters in Financial Analysis (MFA) and Masters in Analytics and Management (MAM).

## Job Purpose

The main purpose of the role is to work as part of the Early Career Programmes Recruitment & Admissions Team selecting the highest quality classes from the applicant pool, building relationships with candidates and persuading the very best to join London Business School. We play a key role in promoting the School at events in the UK and internationally. All this is done in the context of stretching revenue and volume targets.

## Key Areas of Accountability and Key Performance Indicators (KPIs)

### **Key areas of accountability:**

#### **Application Selection:**

- Read and select Early Career applications in line with class targets and School requirements.
- Nurture and select high quality and diverse talent, maximizing the applicant pipeline to support class and revenue targets.

#### **Applicant and Candidate Management:**

- Act as a key liaison for applicants in own remit to build relationships and promote the School's offerings and our Early Career Programmes. Ensuring cross portfolio knowledge.
- Relationship management – full customer service to all applicants including advising and guiding candidates through the admission process, positively influencing their views of our Programme and School.
- Arranging interviews for applicants with Alumni for defined candidate pools.
- Developing personalized conversion (yield) plans for offered candidates to ensure they accept our offers, including:
  1. connecting candidates to Students & Alumni
  2. organizing conversion events online, on-campus, and potentially overseas
- Building and maintaining good working relationships with Students and Alumni to help with admissions and recruitment activities.
- Build and maintain a thorough understanding of London Business School's offerings, with an understanding of what differentiates the School from competitors, for use in the development of relationships with candidates and conversion activities.
- Working with colleagues and and the Director of Admissions on scholarship

### **Promotional Events**

- Act as an ambassador for London Business School and represent London Business School on campus, in the UK, (presentations and fairs).
- Plan and delivering regular conversion activity for candidates via the most appropriate method.
- Taking part in online chats and webinars during the admissions cycle.

### **Communications / Social Media**

- Contribute to content and Admit interaction on our communications platform for admitted candidates ('Meet LBS')

### **Other Duties**

- Build a strong understanding of the business education market, including competitors of the EC portfolio and other programmes.
- Statistical analysis of the applicant pool to help manage the application pipeline and ensure quality targets are met.
- Proactively review delivery of own areas of responsibility to improve efficiency and effectiveness.
- Work closely with the rest of the team to execute all events to high standards.
- Collaborate closely with team members and other departments across the School to enable cross department working, sharing of intelligence, and the identification and maximization of current/prospective student/client /stakeholder relationships
- Any other duties as assigned/delegated by Senior Manager, and Recruitment & Recruitment and Admissions Director.

### **KPIs:**

- Development of strong relationships with current and prospective applicants and admits.
- Delivery of high-quality service in own area of specialism.
- Post-holder actively contributes to the overall objectives of the Recruitment & Admissions Team and has an open co-operative attitude to working with colleagues in the department and elsewhere across the School.
- Application reviewing targets achieved/exceeded.
- Excellent client and stakeholder experience/support.
- Projects delivered on time, on budget and to quality standards and targets.
- Development of relationships within and outside the team, and positive feedback from colleagues.

### **Knowledge, Qualifications and Skills Required**

- Bachelor's degree or equivalent experience.
- Experience in the Higher Education sector, recruitment industry or professional services preferred but not essential.
- An awareness of the business education market and master's student profiles desirable but not required.

- Good organizational skills and time management ability.
- IT literate and competent in the use of CRM databases and Excel spreadsheets.
- Excellent communication and presentation skills.
- Excellent stakeholder engagement skills with experience of managing different stakeholders.
- Experience of applying engagement/sales techniques.
- Good project management skills.
- Excellent organizational skills.
- Exceptional understanding of customer service.
- Strong interest in delivering high-end services.
- International experience or outlook and understanding of cultural diversity.
- Collaborative team player with experience working in a dynamic multi-service organization.
- Good negotiation/influencing skills.
- Good writing skills.

Key Stakeholders:

- Applicants, Students and Alumni.
- Recruitment and Admissions Team, own area and across the degree programmes
- Programme Office Team.
- Wider Degree Education and Career Centre Team.

### Resources including team management

N/A

<b>Staff</b>	N/A
<b>Budgets</b>	N/A
<b>Date Updated</b>	04/11/2021