

Admissions Executive (Masters in Management)

ESCP Business School is currently looking for an Admissions Executive (MIM) to be based at the London Campus situated in North West London.

As an Admissions Executive, you will be responsible for the successful admissions and enrolment of UK, EU and International students to our full-time Masters degree programme. This role is pivotal in ensuring an open and transparent application process, adhering to timelines, established policies and procedures, and outstanding customer service both independently and as part of a wider global team.

The Admissions Executive will provide a high degree of professionalism when representing ESCP Business School, and will actively participate at the European level with the Global Marketing and Recruitment team to ensure successful delivery of the School's objectives.

Knowledge Skills and Experience

Essential Requirements

- Experience of working in a university admissions role
- Experience processing applications using databases in line with established policies and procedures whilst exercising a keen understanding for the sensitivity and confidentiality of student records and applicant data
- Excellent interpersonal skills with the ability to develop efficient working relationships with staff from corporate services and academic departments across all campuses
- Demonstrate student-centred, advisor-oriented approach to prospective students and applicants from around the world
- Excellent IT skills with expertise in spreadsheets and databases
- Native English speaker, or demonstrate excellent written and verbal communications to engage with applicants from around the world

Desirable Requirements

- Additional languages such as Spanish, French are welcome but not required.
- Experience working as part of an international team is a plus

Main Duties and Responsibilities

- Manage the admissions process from initial application to enrolment. This will include screening applications using your judgment, expertise and knowledge of the programme to deal with queries and make recommendations to the local Academic Director and Associate Head of Admissions
- Work closely with the UK Student Visa team to ensure that candidates will be able to obtain a student visa prior to enrolment

- Maintain weekly statistics and regular reporting as requested by the Associate Head of Admissions
- Report to Senior Admissions members on admissions-related matters and provide recommendations on improving the efficacy of the admissions and enrolment process

What can ESCP offer you?

- 30 days annual leave with the addition of Bank Holidays
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after successful probation period
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with the manager.
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French

Application details

Applicants should submit a CV to our Human Resources Department at ukrecruitment@escp.eu by 26th January 2024.

Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offer equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status. We base all our employment decisions on merit, job requirements and business needs.

ESCP Business School was founded in 1819. The School has chosen to teach responsible leadership, open to the world and based on European multiculturalism. Six campuses in Berlin, London, Madrid, Paris, Turin and Warsaw are the stepping stones that allow students to experience this European approach to management. In 2023, ESCP has been ranked 3rd in the FT European Business Schools rankings.

Several generations of entrepreneurs and managers were trained in the firm belief that the business world may feed society in a positive way. Each year, ESCP welcomes 9000+ students and 5000 managers from 130 different nationalities. We offer a full range of full-time degree programmes from our generalist BSc in Management, Master in Management (FT-ranked 5th worldwide), and MBA in International Management (FT-ranked 27th worldwide) to a portfolio of over 20 specialist Master-level programmes, including our MSc in Finance (FT-ranked 1st worldwide), and to PhD. We also deliver executive education programmes including the Executive MBA (FT-ranked 5th worldwide), specialist Master-level



executive degree programmes, and Executive PhD. All of the programmes include a multi-campus experience.

ESCP contribute to the learning and development of executives and managers at some of the world's leading companies through the development and provision of customised courses.

For more information about the School please visit our website on www.escp.eu