**Role description: Admissions Tutor**

**MSc/PGDip/PGCert Genomic Medicine**

The Genomic Medicine programme is a level 7 modular course which aims to educate and train students in how modern genomics and ‘omic technologies are integrated and applied across all areas of disease. The programme follows a curriculum developed in partnership with NHS England (NHSE) and is jointly taught with Kings College London (KCL).

Students select from a portfolio of core and optional taught modules either for continuing professional development or for an academic award. Students may choose to do standalone modules, a 60-credit PGCert, 120-credit PGDip, or the 180-credit MSc. The degree courses can be taken full-time or part-time.

The role of Admissions Tutor for Genomic Medicine is allocated **100 teaching diary hours**. This course aims to recruit to the target of 24 self-funded students (including 6 international students) in 2024. This target is expected to increase over time. A substantial number of students on the course are funded by NHSE, are currently employed by the NHS, and are thus studying part-time. The number of such commissioned students varies depending upon the funds available to NHSE but the expectation is that all available commissions should be used. A key part of this role is liaising with NHSE with respect to funding applications.

The post holder is a member of the Course Committee and is expected to work closely with the core MSc Genomic Medicine team. The successful candidate would be expected to start on the 1st August 2024 but will have the opportunity to “shadow” the current Admissions Tutor until then.

**Specific duties include:**

* Assessing applications regularly throughout the year via EVision, the online application system.
* Liaising with the Admissions Officer(s) regarding the status of applications, during the year.
* Taking a lead in ensuring enough candidates are recruited onto the programme to meet agreed institutional targets.
* Serving on the Course Committee and contributing updates on the recruitment process and reports at the end of each cycle.
* Assisting the Course Director with recruitment events as required.
* Monitoring admissions criteria against subsequent performance on the course and evaluating their effectiveness in selecting suitable candidates.
* Monitoring and revising admissions policy, in consultation with the Course Director, in line with new regulations from inside and outside SGUL.
* Liaising with NHSE with respect to applications for funding from NHS staff wishing to study on the programme.
* Providing the Course Director and Administrator with a list of NHSE-funded students with approved funding for each module.
* Working with the Course Administrator to help complete the NHSE census.

**Person Specifications**

Experience of educational activities, at module lead level

Good organizational skills and time management

Enthusiastic, confident and approachable when dealing with applicants

Commitment to widening access and participation, in accordance with the strategic aims of St George’s, University of London Access and Participation plan

Interested candidates are welcome to contact the current lead Admissions Tutor Dr Kate Everett-Korn ([keverett@sgul.ac.uk](mailto:keverett@sgul.ac.uk)). Applications should be sent to the Course Director, Dr Clara Cieza-Borrella ([ccieza-b@sgul.ac.uk](mailto:ccieza-b@sgul.ac.uk)) **Submission deadline is Tuesday 30th April 2024**. Please include your CV and a cover letter (maximum 300 words) detailing your relevant experience and indicating that your line manager has agreed that you have the capacity to take on the workload involved in this role.