Job Title: Tutorial Administrator
Reporting to: Senior Graduate Administrator.
Purpose of job: To play a central role in administering the College’s Tutorial Office and to provide support to the Praelector.
Hours: 36.5
Holidays: 25 days’ annual leave plus 8 bank holidays (some will be required to be worked)
Salary £22,095 (Grade 4)

The Tutorial Administrator is part of a team of 4 members in the busy Tutorial Office which is responsible for the education and welfare of our students. Overall the Tutorial Department consists of the Senior Tutorial Administrator, the Senior Graduate Administrator, Tutorial Administrator and Admissions Administrator, together with the College Librarian and College Nurse. The Senior Tutor is responsible for the Department as a whole, with day-to-day running issues being dealt with by the Senior Tutorial Administrator.

Main Duties

- Responsibility for Points-Based immigration student records
- Arrangement of congregations (graduations) in support of the Praelector
- Provision of management support information to the Senior Tutor and Tutors
- Administrative support for Directors of Studies as required
- Point of contact for Visitors (including Visiting Students)
- Assisting with Admissions as required

Points-Based Immigration

- Special responsibility with regard to immigration legislation and in particular with regard to the PBI system for student visas
- Registration of students on the University Student Information System (CAMSIS)
- Ensure students achieve requisite points of contact
- Liaison with University International Office and other University entities

Congregations and the Praelector

- Act as secretary to the Praelector
- Arrange for students to graduate at congregations
- Advice on academic dress to graduands
- Liaison with Development office regarding future contact with students/alumni
- Assist with matriculation ceremonies (including attendance at ceremonies)
- Organise matriculation dinner(s) and MSt lunches in liaison with the Master’s Office
- Organise receptions in College, including liaison with the Catering Office (the role holder is expected to attend these occasions for which time-off in lieu is given)
- Keep the College webpages updated
Management support information

- Producing information, including statistics, from CamSIS and other systems for the use of the Senior Tutor, Deputy Senior Tutor and other parts of the College and the University as required.

Tutorial administration

- In College exam support and organisation during the main exam periods
- Updating student files on CamSIS
- Production of various tutorial letters/visa letters/references and transcripts
- Organising Tutorial buffets, formal dinners, subject dinners and other functions
- General administrative support
- Cover of offices in absence and holiday periods
- Part-time student support and events
- Directors of Studies support
- Support of administration for Graduate Clinical Medicine Course as required
- Visitor support and related administration

The above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within St Edmund’s College. New accommodation will be coming online in September 2019 and an ability to be flexible would be an advantage.

Person specification

Proven track record in an administrative role with demonstrable organisation and administrative skills
Ability to prioritise work and work largely on own initiative
Discretion and the ability to handle confidential information in a professional manner
Good verbal and written communication with an approachable manner
Ability to deal effectively with a wide range of people
Excellent IT skills

Desirable
Experience of working in a University or College environment
Experience of record management

Application Process

To submit an application for this vacancy, please send your CV and a covering letter outlining your reasons for applying for the role to Mrs Naomi Bolser, Senior Tutorial Administrator on tutorial@st-edmunds.cam.ac.uk by 5pm on 26th April 2018. Interviews are provisionally scheduled for 4th May.

Any offer of employment is subject to evidence of your right to work in the UK and the receipt of satisfactory references.

The College

The increased number of postgraduates in the University during the later 1950s led the Regent House of the University to establish four graduate Colleges in 1965; St Edmunds as well as Darwin College, Wolfson College and Clare Hall. St Edmund’s is the only College in Oxford or Cambridge that has a Catholic foundation and Chapel.

The graduate Colleges were permitted to matriculate their own postgraduates and to present them for degrees; this was later extended to mature and affiliated undergraduates. 1965 saw the election of the first four Fellows; others followed in succeeding years. Although laymen had been part of the College’s community from its inception, the years from 1965 saw a sharp increase in their number. In an act of remarkable generosity on 20 March 1973 the Catholic Church through the Association signed away the buildings and the land of the present College to the Master and Fellows.
The College achieved the status of an Approved Foundation on 8 March 1975. The old Association was dissolved on 30 June 1984 and replaced by a new governing body of Fellows and St Edmund’s became a fully autonomous and self-regulating society. Fr John Coventry, SJ, was the last Master in holy orders (1976-85) and was succeeded by Richard Laws, ScD, CBE, FRS (1985-96), but the Catholic foundation continued to be seen in the Archbishop of Westminster, serving as the Visitor, a Catholic priest as the Dean, the Chapel, and the Von Hügel Institute, which fosters academic work on Critical Catholic Enquiry.

Successive Masters and Fellows worked towards full collegiate status, which was approved by the University in 1996. Centenary celebrations brought visits from Cardinal Basil Hume, OSB, Archbishop of Westminster, for a Mass of Thanksgiving on 15 June 1996 and His Royal Highness the Duke of Edinburgh, the Chancellor of the University, for dinner on 25 June 1996. The College petitioned the Privy Council for a Royal Charter, which was granted by the Queen on 22 April 1998 in the Mastership of Professor Sir Brian Heap, ScD, CBE, FRS (1996-2004). The chapel was solemnly blessed by the Rt Rev. Peter Smith, Bishop of East Anglia, on 25 October 2000. The College has committed itself to a major programme of development and improvement. With the development of Mount Pleasant Halls (due to be completed in Michaelmas 2019) it will be able to accommodate 70-80% of its students and is planning to expand its conference offerings too. It has recently invested in its development activities and has a thriving alumni and Fellowship. The ethos of the College is friendly and inclusive, it is a welcoming place for students, staff and fellows alike.