Job title: Tutorial Administrator

Reporting to: Head of Tutorial Department

Purpose of job: To play a central role in administering the College’s Tutorial Office, to provide support to the Praelector, and to manage the Senior Tutor’s diary

Hours: 36.5 per week

Holidays: 25 days’ annual leave plus 8 bank holidays (some bank holidays will need to be worked; time off in lieu will be given)

Salary: Grade 4 (£22,987.88 - £24,884.85 pa)

Overview

The Tutorial Office is responsible for the education and welfare of the approximately 600 students at St Edmund’s College. The Tutorial Administrator is part of a team of 3 administrators, who support a team of 14 tutors + the Senior Tutor. This is an excellent role which will provide the post-holder with a solid foundation across a wide range of University administration, and an excellent grounding in dealing with a wide range of people throughout the University. There is scope to gain experience across additional areas according to the interests of the post-holder.

Duties

Congregations and Praelector

- Act as secretary to the Praelector
- Arrange for students to graduate at congregations throughout the year
- Advise graduands on academic dress
- Liaise with the Development Office regarding students graduating and those eligible to receive their MA
- Organise annual matriculation ceremonies (attendance at the ceremonies is required)
- Organise the matriculation dinner(s) in liaison with the Master’s Office
- Send completed matriculation forms to Student Registry
- Organise receptions in College, including liaising with the Steward and Catering Office (the role holder is expected to attend these occasions, for which time off in lieu is given)
- Maintain the College webpages about graduation / matriculation
Points-Based Immigration
As a sponsor of Tier 4 student visas, the University has a number of obligations around registering and monitoring these students. The post-holder is responsible for fulfilling these obligations within College.

- The post-holder is the College’s main point of contact for the University’s International Student Office, and is responsible for keeping abreast of updates to student immigration legislation circulated by the ISO.
- At the start of the academic year, upload new students’ immigration documents to the University Student Information System (CamSIS).
- At the start of each term, contact (and chase as necessary) Tier 4 visa students to sign in, as required by UK legislation. Register them on the University Student Information System (CAMSIS).
- Liaise with the ISO regarding any questions and problems related to visas or immigration.

Tutorial administration
- Answer queries from students
- Produce tutorial letters, visa letters, references and transcripts for students
- Update student files on CamSIS
- Organise Tutorial buffets, formal dinners and other functions
- Provide general administrative support / cover for the other members of the Tutorial Office as required, during absence, holiday period or peak times of work
- Support the organisation and running of exams in College during the main exam periods
- Administer the annual College mock exams (write seating plan & timetable, print exam papers and create exam packs, send completed exams to Directors of Studies)
- Provide support in keeping CamCORS records up to date – used for supervision reports and supervisor payments
- Other administration as may be required during the year

Diary support for the Senior Tutor
The Senior Tutor serves on a large number of College and University Committees and has a very full schedule. She is also available to meet individual students. The post holder provides diary support for the Senior Tutor, including setting up meetings, and liaising with internal & external colleagues.

The above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within St Edmund’s College.

Person specification
No specific prior knowledge or experience is needed for this role, as full training will be given.

- Common sense, initiative, willingness to learn, and a positive and flexible approach
- Good spoken and written communication skills
- Good organisational skills and attention to detail
- Excellent telephone manner
- Discretion, and the ability to handle confidential information in a professional manner
- IT literate, including Microsoft Word and Excel to an intermediate level (mailmerge, templates)
- Any previous experience of working in a College or University environment will be helpful, but this is not a requirement to be appointed
- Education to ‘A’ level or equivalent; a degree is welcome but is not essential
How to apply

Please send a completed application form to the Head of Tutorial: nrh25@cam.ac.uk. If you need telephone assistance please phone the HR Manager on 01223 768403 (Tuesday & Thursday afternoons; Wednesday all day).

Closing date: 5pm, Monday 27 January 2020

Interview dates:

- 1st round interviews: Wednesday 5 February 2020
- 2nd round interviews: Tuesday 11 February 2020

Informal enquiries about the post may be made by emailing the HR manager: hr@st-edmunds.cam.ac.uk.

Terms and conditions of work

The Tutorial Office is open 9am-5pm Monday - Thursday; and 9am-4pm on Friday. There is a requirement to attend some meetings out of hours and to provide exam cover. In these cases time off in lieu will be given.

Benefits include a free meal whilst on duty and kitchens are open and car parking on site (subject to availability).

The College offers a contributory pension scheme.

Probationary period 6 months

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: http://www.st-edmunds.cam.ac.uk/data-protection.

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