

## Job Description

<b>Job title:</b>	<b>Tutorial Administrator - Postgraduate</b>
<b>Department:</b>	Tutorial
<b>Location:</b>	Murray Edwards College
<b>Purpose of role:</b>	Provide support to the Tutorial Office with administrative tasks
<b>Line manager:</b>	Head of Tutorial Office
<b>Line manages:</b>	N/A
<b>Salary Band:</b>	Band 7
<b>Hours:</b>	Full time - 37.5 hours per week
<b>Working environment:</b>	Office based
<b>DBS check required?</b>	Yes <input type="checkbox"/> Enhanced <input type="checkbox"/>

## Overview of the role

To support the Tutorial Office in the administration of tasks related to undergraduate and postgraduate students, across all aspects including welfare, exams, matriculation, and graduation, in accordance with the cycle of events and planned schedule of activities.

To provide support to Tutors and Directors of Studies in a timely fashion and on a seamless basis, ensuring that the primary objective of the department--educational provision--is prioritised.

## Main duties and responsibilities:

### Student Intake:

- Lead admin for Postgraduate admissions, including working closely with the Executive Postgraduate Tutor on processing College decisions
- Admin preparation for new student arrivals (both undergraduate and postgraduate) including information packs and related communications
- Admin preparation for matriculation

### Student Administration and Support:

- First point of contact for all queries, to ensure provision of a seamless and timely response
- Provide written information for students including letters as required (e.g. bank letters and proof of studentship) on a responsive and timely basis
- Publicise and arrange paperwork for grants and awards on a timely basis
- Produce academic transcripts for students as required
- Liaise with College departments e.g. Finance, Housekeeping (student accommodation allocations), and Porters Lodge to provide appropriate support as necessary

### Student Events:

- Coordinate and liaise with other College departments and student groups regarding key student events e.g. arrival of new students / Freshers' Week; special events and dinners

Tutor Support:

- Maintain up to date lists of Tutors and Directors of Studies
- Maintain supervision records including online supervision reporting system
- Provide ad hoc administrative support for Undergraduate and Postgraduate Tutors
- Liaise with Executive Postgraduate Tutor on postgraduate administration

Exams:

- Assist in administration of University exam entries
- Assist in management of in-College mock exams, including invigilator bookings
- Liaise with the University over alternative exam arrangements
- Assist the Head of Tutorial with the production of results data / reports

Graduation:

- Administer arrangements for all graduation ceremonies and related events, liaising with the Praelector

Student Records:

- Ensure compliance with UK visa and immigration requirements e.g. signing in requirements and keep up to date with visa regulations and requirements
- Maintain and update student databases e.g. in CamSIS and CASC, plus records/lists of Tutors, Directors of Studies, exam results and awards, scholarships and prizes etc.
- Conduct searches and issue reports for College and University departments
- Liaise with Student Registry and external bodies as appropriate on non-financial student matters
- Administer process of supervision reports in CamCORS and supervisory payment arrangements

Other:

- Where required, attend and take minutes for relevant College committees
- Assist in the updating of the College’s website relating to undergraduate and postgraduate affairs and student handbooks/guides
- Other duties appropriate to the nature of the post as may be required: flexibility is required to work occasional weekend and early evening hours during the academic year.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications required for the post:</b>	Educated to A-level standard or equivalent	Degree-level qualification or equivalent professional experience.
<b>Knowledge and experience required:</b>	Experience of working in administration requiring strong organisational skills.	Experience in a College or Higher Education setting.
<b>IT skills required:</b>	Confident in application and use of relevant IT systems, including Microsoft Office applications	High level knowledge of MS Excel Experience of working with Teams Experience of using University systems such as CamSIS and CamCORS
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Communication skills – communicates accurately, clearly and concisely, in writing and orally, using appropriate structure, media, language, tone and grammar</li> </ul>	

	<ul style="list-style-type: none"><li>• Organisational skills – works through tasks in an organised and responsive way and prioritises own workload appropriately to meet deadlines, ensuring any issues are raised on a timely basis</li><li>• Accuracy - works accurately and with good attention to detail</li><li>• Self-motivation – uses initiative and consistently demonstrates a positive ‘can-do’ attitude and solutions-oriented approach to work</li><li>• Resilience – remains calm and perseveres despite pressure or obstacles</li><li>• Adaptability: demonstrates open-mindedness to change and takes on additional or new tasks at short notice</li><li>• Team working skills – actively contributes to the team’s efforts in achieving the Tutorial Office and College’s objectives</li><li>• Interpersonal skills – builds and maintains positive working relationships across the College</li><li>• Service excellence – provides a responsive service to all members of the College</li><li>• Professionalism – is polite and reliable at all times and maintains discretion on confidential and sensitive matters</li><li>• Drive - enthusiastic about supporting students and working in a college environment</li></ul>
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