Job Description

Job title: Student Development Administrator  
Department: Student Development  
Purpose of role: Administrative support for the Student Development activities of the College.  
Line manager: Director of Student Development  
Salary Band: Band 6  
Hours: Full time – 37.5 per week  
Flexibility required to work Wednesday evenings during term time.  
DBS check required? Yes  

Overview of the role

Murray Edwards College is a modern, friendly and secular college committed to the highest standards of education for women of all backgrounds. We aim to enable students to realise their full potential at Cambridge and in their future lives and careers.

The Gateway Programme is a pioneering programme which is unique to Murray Edwards College. It is designed to support students in making the most of the opportunities available to them within and beyond Cambridge. The programme focuses on three strands: academic, career, and personal development, and this is for all undergraduate and postgraduate students.

The Gateway Programme is based within the Student Development Department, reflecting its contribution to student experience. The Student Development team consists of the Director of Student Development and Student Development Administrator. However, it also has strong links with the Development Office with whom there is close collaboration for their links with alumnae and other professionals, and the Tutorial Office, as the student-facing team within the College.

The academic development strand provides current students with the opportunity to enhance their academic skills and to strengthen their approach to wider opportunities including careers. The personal development strand offers workshops to build confidence and resilience in approaching a range of common barriers to success, such as “burnout” and “imposter syndrome.” The career development strand aims to ensure that students have a range of resources and tools to effectively explore, identify, and pursue their career goals (from CV writing workshops to career talks with alumnae and other professionals). Students can select their own pathway through the series of workshops on offer and can also earn credits which can be used to apply for “Gateway Challenges” funding in support of activities consistent with the objectives of the Gateway Programme.

The Student Development Department also works to signpost students to relevant opportunities for career development in sourcing and advertising internship opportunities and work placements during the summer vacation.

The postholder will be accountable to the Director of Student Development. They will be expected to show initiative and independence in taking forward the administrative and promotional aspects of these key initiatives, while recognising the need to collaborate closely over the various shared interests involved.
Main duties and responsibilities:

- To contribute substantially to the planning, co-ordinating, running and further evolution of the Gateway Programme and linked opportunities for student development, and to deliver the administrative processes in their support.
- To manage the Gateway Challenges Funding Scheme.
- To take a leading role in the preparation of promotional and reporting materials for use by different audiences and arising from the different strands of Gateway.
- To manage the ongoing student-facing communications both advertising and promoting the Gateway Programme.
- To provide assistance to the Tutorial Office during less busy periods of the Gateway Programme, particularly with administration and invigilation of examinations; preparation for student arrivals and graduations; and preparation of paperwork for student funding meetings.

Gateway Programme
- Maintaining and further developing the administrative systems required to support the realisation of the Gateway Programme.
- Arranging and minute-taking for planning meetings.
- Developing and managing feedback processes to ensure that we monitor and learn from our experiences and apply this learning to improve subsequent steps.
- Preparing promotional material and progress reports relevant for different audiences to a high professional standard.
- Managing event and room bookings and addressing daily student enquiries.
- Liaising with Directors of Studies over their involvement in the Programme and the resources they might need.
- Troubleshooting over the day-to-day problems that arise in this ambitious programme.

Gateway Challenges Funding
- Administration of the Gateway Challenges Funding Scheme.
- Initial recommendations over funding strategy and decisions in any one round.
- Generation of reports for management and promotional purposes.

Other responsibilities
- Other administrative tasks as may be required to support the evolving Gateway Programme.
- Contribute to the work of the Student Development Department as may be appropriate.
- Designing and implementing the administrative systems required to support the realisation of internship opportunities.
- Negotiating meetings and events with organisations and alumnae in support of Internships, work placements, networking, and career enhancement opportunities.
- Supporting the Director of Student Development in undertaking background research to inform and enhance what we are doing.

All activities will be carried out in close liaison with the Director of Student Development and with other members of the Student Development Team, Development Office and College.

Person Specification

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<th>Qualifications:</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Skills, knowledge and experience:</td>
<td>Ability to prepare promotional material and reports for different audiences.</td>
<td>Experience in a Higher Education setting.</td>
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<td>Experience of working in administration requiring strong organisational skills.</td>
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<td>Excellent 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.</td>
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<td>Excellent communication and interpersonal skills - communicates accurately, clearly and concisely, in writing and orally, using appropriate structure, media, language, tone and grammar.</td>
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<td>Previous experience of administrative tasks in an educational environment</td>
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**IT skills:**

- A high level of computer literacy and IT skills regarding common Microsoft platforms and applications, particularly Microsoft Excel.

**Experience in managing social media accounts aimed at advertising and promoting ongoing work.**

- Experience of using design software for promotional material.

**Language skills:**

**Personal attributes:**

- Ability to work to a high level of accuracy and with independence within the framework of the agreed policies of the College and University.

- Confidential, diplomatic and approachable with a high standard of service.

- Self-motivated, adaptable, enthusiastic and positive approach.

- Ability to work independently and as part of a team.

- Reliable and flexible with the capacity to deliver to tight deadlines.