Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Student Development Administrator</th>
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<tr>
<td>Department:</td>
<td>Tutorial</td>
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<td>Purpose of role:</td>
<td>Administrative support for the Student Development activities of the College.</td>
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<td>Line manager:</td>
<td>Director of Student Development</td>
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<td>Salary Band:</td>
<td>Band 6</td>
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<tr>
<td>Hours:</td>
<td>Part-time, 30 hours per week</td>
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<td></td>
<td>Flexibility required to work Wednesday evenings during term time and one Saturday per year.</td>
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<td>DBS check required?</td>
<td>No</td>
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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 Gateway Programme is based within the Student Development Department, reflecting its contribution to student experience. It also has strong links with the Development Office with whom there is close collaboration.

The Internship Initiative and the Academic Development Programme are the two major lines of activity within the Gateway Programme and are complemented by the Gateway Challenges Funding Scheme.

The Internship Initiative aims to provide opportunities for students from Murray Edwards College to undertake well-designed and well-supported internship placements during the Summer vacation.

The Academic Development Programme provides current students with the opportunity to enhance their academic skills and to strengthen their approach to wider opportunities including careers. 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 funding in support of activities consistent with the objectives of the Gateway Programme.

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 Internship Initiative and the Academic Development Programme 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 provide administrative assistance to the Tutorial and Admissions teams during less busy periods in the Gateway Programme.

Internship Initiative
• Designing and implementing the administrative systems required to support the realisation of internship opportunities
• Negotiating meetings and events with organisations and alumnai in support of the Internship Programme
• Vetting applications for internship posts as submitted by students and preparing initial feedback to them.
• Developing 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
• Supporting the Director of Student Development in undertaking background research to inform and enhance what we are doing

Academic Development Programme
• Maintaining and further developing the administrative systems required to support the realisation of the Academic Development Programme
• Arranging and minute-taking for planning meetings
• Developing 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 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

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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A readiness to handle quantitative information where required.

Experience of working in administration requiring strong organisational skills.

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.

Excellent communication and interpersonal skills - communicates accurately, clearly and concisely, in writing and orally, using appropriate structure, media, language, tone and grammar.

Previous experience of administrative tasks in an educational environment

| IT skills: | A high level of computer literacy and IT skills regarding common Microsoft platforms and applications. |
| Language skills: | All staff must be able to speak English to a good level. English is spoken by all staff when on-site. For most posts the ability to read/write English to a reasonable level is required. |
| 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 |