 JOB DESCRIPTION

Job Title: Tutorial Administrator
Reports to: Tutorial Office Manager
Responsible to: Senior Tutor

Role: The post holder will be responsible for administration concerning undergraduates and for general administrative and secretarial support within the College’s busy Tutorial Office.

Main Duties/Responsibilities:

- Assist in maintaining and updating the Tutorial pages of the College website.
- Assist in the preparation of information for Freshers’ Week, liaising with Tutors and Directors of Studies as necessary and be responsible for organising induction for the new undergraduate intake each year.
- Maintain the CamCORS database, updating and rolling over where necessary, administer and process supervision claims and reports, liaising closely with the Senior Tutor’s Assistant, the Senior Tutor and the Finance Manager.
- Prepare and circulate the going down information around the division of term, after liaising with the Senior Tutor, the Bursar, the Accommodation Officer, Bursary the IT Manager and the Porters and process the resulting information.
- Assist with the arrangements for the Matriculation Dinner.
- Assist the Senior Tutor in organising the annual Supervisors’ Dinner liaising closely with the Catering Department.
- Preparing transcripts.
- Deal with general enquiries via telephone, post, e-mail and in person from students, Fellows, University and College staff and members of the public.
- Confirming student status re jobs.
- Prepare Council Tax letters and bank letters in the agreed format for undergraduates.
- Prepare and circulate information about the College’s travel grants.
- Ensure the dissemination of examination results to Directors of Studies and Tutors.
- Assist in the preparation of the Undergraduate Student Guide and Accommodation Guide
- Assist the Tutors and Directors of Studies in preparation of references as required.
- Liaise with the Development Office and in particular assist in the updating and production of the annual Calendar which is distributed to all members of the College.
- Provide a secretarial service for Directors of Studies, and also for Tutors as required.
- Assist in setting up times for meetings at the beginning and end of every term using TutorBook and DoSBook and checking residency requirements for undergraduates and assist in compilation of fines for the Senior Tutor.
- In the role of the College’s Card Officer, liaise with the University Card Office over the provision of University cards (ordering, distribution and monitoring the charges).
- Stationery ordering.
- Undertake any other tasks on an ad hoc basis, including filing and photocopying.
• To undertake any other duties as instructed by the Tutorial Office Manager or Senior Tutor, and as appropriate to the role.

• This job description may be subject to change, following consultation between the Senior Tutor and the post holder.

• The post holder will be required to be familiar with, and work in accordance with, all College’s policies and procedures, and will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment and other training as advised by the Health and Safety Officer.