JOB DESCRIPTION

Job Title: Tutorial Administrator – Full Time (Maternity Cover)

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:

The Tutorial Administrator has responsibility for supporting the work of the Tutorial Office. The role is normally full-time (35 hours per week) Monday-Friday. Part-time/flexible working hours and/or hybrid working will be considered.

- Maintain the CamCORS database, updating and rolling over where necessary, administer and process supervision claims and reports, liaising closely with the Tutorial Office Manager, the Senior Tutor and the Finance Manager
- 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.
- Deal with general enquiries via telephone, post, e-mail and in person from students, Fellows, University and College staff and members of the public.
- 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 the Tutors and Directors of Studies in preparation of references as required and provide secretarial support.
- Assist the Senior Tutor in maintaining and updating the Tutorial pages of the College website and the revisions of the Student Guides
- 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
- Assist the Senior Tutor in organising the annual Supervisors’ Dinner liaising closely with the Catering Department.
- Confirm student status when enquiries request it with regard to jobs, further study, accommodation
- Prepare Council Tax letters and bank letters in the agreed format for undergraduates
- Assist in the preparation of the Undergraduate Student Guide and Accommodation Guide
- 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.
• Assist with the support of students taking exams in College – e.g. collecting examination papers from the Student Registry.
• Support the Praelector’s Assistant with graduations and matriculation and graduation dinners throughout the year.
• Support the Postgraduate Officer with the preparations for the academic year – eg. Preparing bank letters, council tax letters.
• Assist the Praelector’s Assistant in the planning and administration of events, e.g. graduations, MA congregation.
• Assist in organizing social and academic events, such as those organised by the Senior Tutor.
• Cover the absence of other members of staff when they are on leave.
• Take part in the collation and exchange of information amongst the staff of the Tutorial Office, Development Office, Bursary and students in relation to travel grants, awards and bursaries.
• Assist the Admissions Officer, particularly during the peak admissions season in November, December and January with filing, preparation of files for interviews.
• Undertake other responsibilities and duties consistent with the role of a Tutorial Administrator in the Tutorial Office as may be requested by the Senior Tutor or the Tutorial Office Manager.
• 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.

It is envisaged that there might be occasional evening or weekend working and time off in lieu would be given for these events.

Person Specification:

• Meticulous eye for detail

• Excellent IT skills (Microsoft Office, Excel, Word, Outlook)

• Good organisational skills

• Excellent written and oral communication skills

• Ability to work as part of a team

This post is temporary, covering the maternity leave of the current post-holder. It is available as a fixed term contract for eight months or until the return of the current post holder (whichever is sooner).