JOB DESCRIPTION

Job Title: Tutorial Administrator – Full Time

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 will have responsibility for supporting the work of the Tutorial Office. This is a new post and it is envisaged that the role will be working approximately five days a week, some of which may be remote working.

- Deal with general enquiries via telephone, post, e-mail and in person from students, Fellows, University and College staff and members of the public

- Administer and process supervision claims and reports, liaising closely with the Tutorial Office Manager, the Senior Tutor and the Finance Manager

- Maintain the CamCORS database of supervisors

- Assist in setting up times for students’ meetings with their Tutor and Director of Studies 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

- Prepare and circulate the going down information around the middle 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

- Provide a secretarial service for Directors of Studies, and also for Tutors as required

- Assist the Tutors and Directors of Studies in preparation of references as required

- 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

- 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 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 the Senior Tutor in the annual preparation of the Undergraduate Student Guide and Accommodation Handbook

• 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

• Liaise closely with the Tutorial Office Manager to support the work of the Tutorial and Admissions Offices

• 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 associated dinners throughout the year

• Support the Graduate Officer with the preparations for the academic year – e.g. preparing bank letters, council tax letters

• Liaison with the Graduate Tutors, Graduate Officer, MCR and Development Office over relationships with former graduate students

• Assist the Development Office staff with major College events such as dinners; also with arrangements for such other events as the Commemoration of Benefactors and the Family Day or subject events

• Assist in the organisation of College careers events, liaising closely with the Development Office

• Assist in organising social and academic events, such as those organised by the Senior Tutor or other Tutors

• Cover the absence of other members of staff when they are on leave

• Assist the Admissions Officer, particularly during the peak admissions season in November, December and January

• Undertake any other tasks on an ad hoc basis, including filing and photocopying.

The above is not an exhaustive list. The person appointed will be expected to 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.
This job description may be subject to change, following consultation between the Senior Tutor and the post holder.

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

**Person Specification:**

- Meticulous eye for detail
- Excellent IT skills
- Good organisational skills
- Excellent written and oral communication skills
- Ability to work as part of a team

Selwyn College is home to students of all backgrounds from the UK and across the world. We are proud of our diversity. We are keen to receive applications from people who may be under-represented in our community.