**JESUS COLLEGE**

**JOB DESCRIPTION – February 2020**

The below job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Assistant to the Master’s Office</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Master’s Office</td>
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<td>REPORTS TO:</td>
<td>Master’s PA</td>
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<td>PAY SCALE:</td>
<td>£26,372 (point 25 of the College scale)</td>
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**MAIN PURPOSE OF THE JOB**

To provide a professional, efficient and comprehensive secretarial and administrative support service within the Master’s Office and for the Master’s PA.

**MAIN RESPONSIBILITIES**

- Providing comprehensive secretarial and administrative support within the Master’s Office
- Arranging regular social functions for Fellows, students and staff
- Organising students’ careers events
- Arranging progress reviews for third year students
- Maintaining Fellows’ and related College lists including JNet (intranet) and website material
- Assisting with the administration of the Jesus College Research Fellowships and College Post-Doctoral Associates (CPDA) competitions
- Assisting with administration of College Council and Society (Fellowship) meetings
SPECIFIC RESPONSIBILITIES

Provide general administrative support to the Master’s Office:

- Liaise with other departments as appropriate
- Assist with admin for Council and Society
- Arrange meetings/social events for staff
- Attend internal/external events as required
- Arrange Progress Reviews for third-year students
- Administration of College birthday and Christmas cards
- Maintain Fellows’ and related College lists – uploading to JNet, providing current data for website etc
- Research data for Fellows’ Contribution reports
- Order stationery, office supplies and stock control
- Deal with general correspondence, emails, telephone etc
- Photocopying and filing hard copy and electronic documents

Under the management of the Master’s PA:

- Assist with travel arrangements
- Research speeches
- Arrange regular social functions for students, the MCR and JCSU (student unions) Executive Committees and other College groups/societies eg choir events
- Organise students’ careers events
- Assist with the administration of the Jesus College Research Fellowship competition
- Arrange social functions eg Christmas, bonfire and summer parties including necessary risk assessments; Welcome Tea for new Fellows, CPDA Lunches and teas
- Prepare/Revise President’s guides for new members
- Provide administrative assistance for the Visiting Members of High Table Committee, accommodation for visiting academics
- Provision of support for new Fellows
- Moderating Fellowship/Society notices

Any other ad hoc tasks as may be required from time to time as directed by the Master, President or Master’s Office.