This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

**POSTGRADUATE ADMINISTRATOR**

**DEPARTMENT:** TUTORIAL DEPARTMENT  
**REPORTS TO:** TUTORIAL DEPARTMENT MANAGER  
**STAFF RESPONSIBLE FOR:** N/A  
**SALARY:** Likely starting salary £27,297 per annum

**MAIN PURPOSE OF THE JOB:**

To provide a professional, efficient and supportive administrative service in respect of postgraduate students, and to provide a high standard of administrative support to the Graduate Tutors. This includes the co-ordination of postgraduate admissions and oversight of all on-course administration for postgraduate students.

To act as the College’s Childcare contact for the University.

**KEY TASKS AND RESPONSIBILITIES:**

Postgraduate Student Administration:
• Act as a point of contact for postgraduate students on administrative matters, referring students to other members of the Tutorial team as appropriate (e.g. Graduate Tutors, Senior Tutor, Tutorial Advisers, Financial Tutor, and College Nurse).
• Maintain key databases relating to postgraduate student membership of the College ensuring that information is updated on a regular basis (Microsoft Excel, CamSIS, and Oculus).
• Administration and archiving of postgraduate student files and records on termly and annual cycles.
• Co-ordinate scholarship and funding applications, including College scholarships, Cambridge Trusts, University hardship funds and fieldwork fund, and Graduate Research Fund awards. Ensure all postgraduate scholarships and prizes are publicised via the College website, the University Student Funding Search, and College intranet (JNet).
• Co-ordinate applications for intermission, Leave to Work Away, Permission for Residing outside the Precincts and others as required for the Graduate Tutors’ consideration.
• Provide administrative support to the Graduate Tutors in respect of termly supervisions reports where required. This will involve using the University’s reporting system.
• Coordinate the administration of the annual progress review process for all postgraduate students.
• Support the Graduate Tutors in the administration of the termly Graduate Development Programme, including promotion and organisation of events and liaison with external speakers or training providers.
• Maintain an up-to-date knowledge of the graduate examination process, thesis submission dates, viva requirements and degree approvals. Liaise with the Senior Tutor’s Secretary regarding any examination access requirements (e.g. for disabled students). Prepare congratulatory letters on degree approval for the Graduate Tutor’s signature.
• Assist the Graduate Tutors with administration associated with the University appeals and complaints procedure.
• Act as a key liaison point with the Middle Combination Room (postgraduate student body), including sign-posting of information. Organise, attend and record annual meetings between the Graduate Tutors, Tutorial Department Manager and MCR Executive Committee.
• Assist the Deputy Graduate Tutor with the administration of the College Contacts scheme, including providing information to students and Fellows who are matched.
• Maintain content relating to postgraduate students on the College website, intranet (JNet) and Moodle site, in liaison with the Graduate Tutors and Tutorial Department Manager.
• Produce monthly Postgraduate Leavers Lists and circulate to relevant departments.
• Liaise with the Praelector’s Secretary regarding graduate congregations and attendance as required by the Graduate Tutors.

Postgraduate Admissions:
• Assist the Graduate Tutors with the preparation of annual admissions targets for postgraduate offers.
• Circulate admissions paperwork to the Graduate Tutors and Directors of Studies, co-ordinate decisions, create and maintain key databases (Excel, Moodle and CamSIS).
• Co-ordinate and distribute information for postgraduate offer-holders, in liaison with the Graduate Tutors and Tutorial Department Manager.
• In collaboration with the Tutorial Administrator (Admissions & Events), co-ordinate postgraduate induction events, including postgraduate student matriculation and the Graduate Matriculation Dinners.
• Prepare for new student arrivals at the start of each term in liaison with the MCR, Graduate Tutors and Tutorial Department Manager, including contributing content to the Graduate Student Handbook, administration of University cards and scanning of identity documentation.

Childcare Administration:
• Liaise with the University’s Childcare Office regarding any student parents, including changes in circumstances.
• Sign-posting of information to all student parents, including information regarding bursaries.

Secretarial Support for the Graduate Tutors:
• Prepare Graduate Tutors’ business (including graduate reports, admissions statistics, and the annual list of College prizes for graduates on taught courses) for the Educational Board and College Council.
- Draft letters for the Graduate Tutors as required.
- Manage the [graduate-tutor@jesus.cam.ac.uk](mailto:graduate-tutor@jesus.cam.ac.uk) email address, acting as a first point of contact, managing enquiries and scheduling appointments as required.

### Other Duties and Responsibilities:
- Arrange monthly Graduate Team meetings, including setting dates and times and preparing agenda.
- Attend GrAdmin Forum meetings and other College and University meetings as required.
- Perform other related duties as directed by the Graduate Tutors and the Tutorial Department Manager.
- Perform other related duties that may arise, including cover for other team members, as required.

### BUDGETARY AUTHORITY:
Not applicable.

### PRACTICAL REQUIREMENTS:
- This is a full-time position working 36.5 hours per week Monday to Friday. There will occasionally be the requirement to work in the evening or at the weekend, e.g. graduate events and congregations, which will be planned in advance with time off in lieu.