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.

TUTORIAL ADMINISTRATOR (Admissions & Events)

DEPARTMENT: TUTORIAL DEPARTMENT
REPORTS TO: TUTORIAL DEPARTMENT MANAGER
STAFF RESPONSIBLE FOR: N/A
SALARY: Likely starting salary £27,297 per annum (pro-rata)

MAIN PURPOSE OF THE JOB:
To provide a professional, efficient and supportive administrative service in respect of student events, including congregations (graduation ceremonies), working closely with colleagues across the College and University.
To provide a comprehensive administration service to the Admissions Coordinator with all aspects of College Admissions.
KEY TASKS AND RESPONSIBILITIES:

Student events administration:

- Organise annual events for undergraduate and postgraduate students, including Matriculation Dinners, Commemoration of Benefactors, Admission of Scholars and Exhibitioners, and Postgraduate and Supervisors’ Dinners. This will include sending invitations, advertising events on the College intranet, coordinating replies including any specialist dietary requirements, preparing tickets and name cards, and providing support on the day.
- Regular liaison with the Conference & Events team with regard to all official College events involving students.
- In collaboration with other members of the Tutorial team, coordinate induction events for new students (Freshers).
- Provide secretarial and administrative services for the coordination of congregations (graduation ceremonies):
  - Identify potential graduands and invite them to receive their degrees.
  - Ensure that supplicats are entered on CamSIS in time.
  - Ensure the Praelector is advised of any last minute withdrawals or no-shows to enable appropriate changes to be made at the Ceremony.
  - Maintain up-to-date knowledge of all relevant information contained within The Reporter and note any changes to the regulations that may be published there.
  - Liaise with the Postgraduate Administrator and the Master’s Office regarding attendance by the Graduate Tutors and Master at relevant graduation events.
- When required and in an official capacity, represent the Tutorial Department at College dinners and other events as required by the Tutorial Department Manager or Senior/Graduate Tutors.
- Update and maintain content on the College website and College intranet (JNet) with regard to student events and congregations, in consultation with the Tutorial Department Manager and the rest of the Tutorial and Communications teams.

Undergraduate admissions duties:

- Act as a point of contact and appropriately manage all enquiries (both by email and over the telephone) concerning undergraduate admissions, prospectuses and offers. Liaise with schools, parents and prospective applicants at all stages of the admissions process.
- Inform and advise applicants, their parents, teachers and others about admissions policies and procedures.
- Process applications for admission and provide reports as required.
- Assist with the efficient running of interviews, including liaison with Directors of Studies and applicants, drawing up schedules, making necessary domestic arrangements and providing relevant paperwork.
- Inform applicants and their schools and Colleges of the outcome of the applications, providing feedback and dealing with their responses where appropriate.
- Assist with managing the undergraduate ambassador scheme, especially with regard to student helpers with admissions interviews.
- Use IT systems to maintain and develop admissions processes, including the University’s student records database (CamSIS). Produce statistical reports from databases, including CamSIS.
- Operate and maintain admissions filing systems (electronic and paper-based), ensuring efficient document retrieval.
- Update and maintain content on the College website and College intranet (JNet), in liaison with the Admissions Coordinator and Schools’ Liaison Officer/Communications Assistant.
- Be aware of the broad implications of the Equality Act (2010) for undergraduate recruitment.
- Maintain an up-to-date knowledge of the UK Higher Education sector.
- Provide administrative support for non-UCAS students, such as exchange students and other visiting students (e.g. Harvard, and Pittsburgh exchange programmes).

Other Duties and Responsibilities:
- Attend Admissions and Tutorial Team meetings.
- Attend other College and University meetings as required.
- Perform other related duties that may arise, including cover for other team members, as required.

**BUDGETARY AUTHORITY:**

Not applicable.

**PRACTICAL REQUIREMENTS:**

- This is a part-time position working 3 days per week, with specific working pattern to be discussed. There will occasionally be the requirement to work on a weekend, e.g. when a congregation is taking place, but this will be sufficiently planned in advance with time off in lieu.