Job Description

Job title: Tutorial Assistant (Admissions & Events)
Department: Tutorial
Reporting to: Tutorial Department Manager
Location: Jesus College, Cambridge
Hours: 36.5 hours per week
Salary: £27,286 – Salary Scale Spine Point 19

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.

Organisation Chart

Main Purpose of the Job

To provide a professional, efficient and supportive service in respect of undergraduate admissions and to provide a high standard of administrative support to the Tutorial Department with regards to events.
Key Tasks and Responsibilities

Tutorial Department/Events duties:

- Organise annual events for undergraduates, including Commemoration of Benefactors, Admission of Scholars and Exhibitioners, and undergraduate Matriculation 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.
- Identify potential graduands and invite them to receive their degrees
- Ensure that supplicants 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.
- 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 Tutor.
- Perform other related duties that may arise, including cover for other team members, as required.

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. During peak periods, it is anticipated that the Tutorial and Admissions Assistant will be dedicated to these duties on a full-time basis.
- 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 any 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.
- 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, 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/Admissions 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).
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 on a weekend e.g. when a congregation is taking place, but this will be sufficiently planned in advance with time off in lieu.

Benefits

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
- Membership of a healthcare cash plan
- Free daily staff lunch when in College
- Access to a range of family friendly policies and welfare support services, including maternity coaching
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
- Cycle to work scheme
- Use of the College Gym, Tennis courts and Library

Probation period

- The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be one months’ notice on either side.

Equal Opportunities and Data Protection

- The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
- The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply

- Please email jobs@jesus.cam.ac.uk or download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies
- Completed forms must arrive by Midday on Thursday 28th September 2023. Please send completed forms to the HR Department at jobs@jesus.cam.ac.uk.
- Interview are expected to be held the week beginning Monday 2nd October 2023.