Postgraduate Administrator
Job Description

Job Title: Postgraduate Administrator
Department: Student Services
Line Manager: Student Services Manager
Hours: Full time – 37.5 hours per week
Salary: £25-30k

Purpose of the Role
The Postgraduate Administrator is responsible for providing administrative support required for the academic activities of postgraduate students, liaising with the Postgraduate Tutors.

Duties and Responsibilities
1. Postgraduate Admissions
   • Liaise with Board of Postgraduate Studies in relation to applications for admission to the College and to process applications, ensuring accurate recordkeeping.
   • Process applications received from the Postgraduate Admissions Office (PAO) via CamSIS and The Judge Business School (CJBS).
   • Record decisions on CamSIS.
   • Prepare documents for Postgraduate Tutors.
   • Communicate with applicants and disseminate information.
   • Assist the Postgraduate tutor for Admissions to compile the annual Postgraduate Admissions Report.
   • Organise the College’s Postgraduate Open Day.

2. Postgraduate Matriculation
   • Responsible for the administrative preparation for matriculation and matriculation events.

3. Exams
   • Assist with examination entries for all postgraduate students, liaison with the Directors of Studies and Postgraduate Tutors to ensure entries are submitted on time.
   • Maintaining a current knowledge of the University examinations regulations.

4. Graduation
   • Administer and be responsible for all the arrangements for postgraduate graduation ceremonies, liaising with the Praelector, other College Officers and Heads of Departments as necessary.

5. Visa and Immigration Compliance
   • Act as student services lead on matters relating to immigration and visa requirements for all students.
   • Oversee the provision of student documents ensuring compliance with the UK Visas and Immigration requirements, as advised by the International Student Office.
   • Keep up to date with visa regulations, with guidance from the International Student Office.
6. Student Support
• Act as first point of contact for all queries on postgraduate matters.
• To provide ad hoc letters for students (e.g. bank letters, proof of studentship).
• Disseminate information from the University and other bodies to students and Postgraduate Tutors as appropriate.
• Assist with the organisation and communication of postgraduate academic and social events.

7. Finance
• Maintain the student funding portal.
• Act as a Secretary for the Benavitch and Tunku Funds.
• Process applications for annual postgraduate scholarships.
• Maintain accurate records of scholarships, bursaries, awards and prizes.
• Liaise with Finance Office to ensure smooth, accurate payments to students.
• Work closely with the Postgraduate Tutor for Finance to process applications for bursaries.

8. Student Records
• Maintain and update CamSIS and other relevant spreadsheets and databases of all postgraduate student details.
• Maintain student files securely, ensuring compliance with data protection regulations.
• Liaise with Student Registry and external bodies as appropriate on non-financial student matters.

9. Tutor support
• Administrative support to Postgraduate Tutors.
• Where necessary, attend and take minutes for appropriate College committees.
• Assist the Postgraduate Welfare Tutors to process applications for intermission and leave to work away.

10. Other
• Deal with general enquiries.
• Provide accurate and timely information and guidelines to students, Postgraduate Tutors and others as appropriate.
• Assist in the updating of the College’s website relating to postgraduate affairs.
• Assist other team members during busy periods or absence to help manage overall office workload.
• Other duties appropriate to the nature of the post as may be required.
• Some out of hours work may be required at certain times of the year.

Health and Safety
All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the post holder and their line manager. The post holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.
Person Specification

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<th>Skills and Experience</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
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<tr>
<td></td>
<td>• Excellent communication skills</td>
<td>• Proficient in CamSIS, Moodle and CASC</td>
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<td>• Ability to work on own initiative, well organised and able to cope with a varied workload</td>
<td>• Experience within a College or Cambridge University</td>
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<td>• IT literate (including Microsoft Outlook, Word, Excel and maintaining databases)</td>
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<td>• Ability to maintain confidentiality of data</td>
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<td>• Ability to handle sensitive and confidential matters in line with GDPR requirements</td>
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<td>• Excellent accuracy, attention to detail and an organised and methodical approach</td>
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<td>• Ability to work as part of a team</td>
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<td>• Ability to work with a wide range of people and develop strong working relationships</td>
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<td>• A commitment to supporting students</td>
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