Executive Assistant to The Master
Job Description

Job Title: Executive Assistant to the Master
Department: The Master’s Office
Responsible to: The Master
Works closely with: Master, President, Senior College Officers and their assistants, Fellows’ Registrar, Governing Body Secretary, General Administration Team, Fellows of the College, other Colleges and the University, external stakeholders as appropriate including major donors and alumni

Summary
The Executive Assistant manages the Master’s Office to ensure the effective provision of confidential, professional, administrative and organisational support to the Master. In addition, the Executive Assistant provides administrative support to the Fellows’ Registrar and Governing Body Secretary and assists with Fellowship matters. The Executive Assistant provides a highly visible interface between the Master, Fellows, members of staff, students, and external contacts enabling information to flow effectively between different parts of College.

Working closely with the other teams and individuals this role helps to deliver high quality administration and governance to the College. The role holder will be able to delegate to, and work closely with, members of the General Administration team. It is essential for the role holder to maintain a high level of tact and diplomacy, confidentiality and use initiative and judgement to anticipate requirements and priorities.

Administrative and organisational support to the Master
- Provide a professional, efficient and courteous first point of contact for those wishing to have dealings with the Master.
- Organise and co-ordinate the Master’s College workload including:
  - Manage the diary on behalf of, and in consultation with, the Master;
  - Liaise with College Departments and the wider collegiate University, for meetings and events which the Master attends in their capacity as Head of House;
- Provide administrative support to the Master’s work within the College, in particular:
  - Manage the Master’s professional communications and correspondence, acting as a point of contact for the College community (staff, students, Fellows and alumni), the University, Colleges, and other stakeholders;
  - Support the Master with specific College-related projects, liaising with individuals, departments and committees;
  - Collate materials as required for meetings, including travel itineraries, briefing documents, and other documentation;
- Liaise with the Alumni & Development Office to arrange the Master’s travel on College business, meetings and correspondence with alumni;
- Oversee the Master’s College budgets and expenses, liaising between the Finance Office and the Master.
Events and ceremonies

- Coordinate the Master’s attendance at College and external events (for example, liaising with relevant staff and Fellows on dress code, and speeches/other responsibilities);
- Liaise with College departments and Fellows, the Master (and Master’s partner), to ensure that meetings and events are arranged, including the annual Ramsden Dinner;
- Coordinate access to the Master’s Lodge and garden, for maintenance and events;
- Support the President in organising and running the Admission of Fellows and other events organised by the President.

College administration and governance

- Schedule committee meetings chaired by the Master, preparing and distributing electronic papers and taking minutes where delegated as the Committee secretary;
- Provide administrative support to the Fellow’s Registrar and Governing Body Secretary
- Providing support to update the website on the Fellowship, College Officers, committee membership, and the College calendar;
- Work to support the President and in the Mastership recruitment process.

Fellowship matters

- Work with the Fellows’ Registrar and the General Administration team, to support to the Fellowships, Nominations and College Promotion Committees.
- Manage the Junior Research Fellow recruitment process with support from the General Administration Team, and working with the JRF Selection Panel;
- Coordinate the procedures and arrangements for incoming and outgoing Fellows including:
  - Liaising with College teams to ensure that induction, HR, payroll, IT, catering, website and other processes are updated;
  - working with the Master and Operations Director to ensure Fellows’ room assignments are appropriately carried out;
- In coordination with the President, communicate with the Fellowship on behalf of other Fellows.

Other responsibilities include:

- Attending Heads of Department meetings to ensure efficient information exchange;
- Ensuring that the Master’s Office complies with internal and external regulations, for example, GDPR and the Health & Safety Policy;
- Where appropriate, travelling with the Master on business to assist with meetings and events.

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.