JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Tutorial Administrator</th>
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<tr>
<td>Department:</td>
<td>Tutorial</td>
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<tr>
<td>Location:</td>
<td>St Catharine’s College</td>
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<td>Purpose of the role:</td>
<td>To provide administrative support to the Tutorial Department</td>
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<td>Line Manager:</td>
<td>Tutorial Office Manager</td>
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<tr>
<td>Salary range:</td>
<td>£25,742 - £27,999</td>
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<tr>
<td>Hours:</td>
<td>Full time – 37.5 hours per week</td>
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Overview of the role

To support the Tutorial Team throughout the academic cycle in the administration of tasks related to undergraduate and postgraduate students, across all aspects including admission, examination, finances, matriculation, outreach and welfare, and to lead on all graduation events and supervisions tasks.

Main duties and responsibilities

Admissions

* To assist with undergraduate and postgraduate admissions related tasks.
* To assist with admin preparation for new student arrivals, including information packs and related communications.
* To assist with organising the matriculation dinner.
* To work with the Tutorial Team and the College Communications Manager to maintain and ensure all published information for students is current, relevant and informative (both online and displayed).
* To help putting applicant files together and downloading relevant documents from various systems, such as CamSIS, Qualtrics.

Examination

* To support the Undergraduate and Postgraduate Administrators with university exams.
* To help arrange in-college mock exams, including invigilator bookings.
* To assist in liaising with the Student Registry over alternative exam arrangements.
* To assist with the production of examination results data / reports.

Finances

* To support the Tutorial Office Manager with undergraduate finance applications.
* To update and keep track of the relevant financial documents with bursary decisions.

General

* To assist with all queries directed to the Tutorial Team, including those from undergraduate and postgraduate applicants, to ensure an efficient and timely response.
* To maintain up to date lists of Tutors and Directors of Studies, updating CamSIS & CamCORS.
* Where required, attend and take minutes for relevant college committees.
• To assist in the updating of the College’s website relating to undergraduate and postgraduate affairs and student handbooks/guides.
• Other duties appropriate to the nature of the post as may be required: flexibility is required to work occasional weekend and early evening hours during the academic year.
• To update website content.
• To support in-person events as and when needed.
• To assist the School Liaising Officer with the collection and organisation of statistical data.

Graduation

• To undertake the administration arrangements for all graduation ceremonies, such as the General Admissions and MA Degree Day and other related events, liaising with the Praelector, including seating plans, and organizing buffets as appropriate.
• To assist with graduation enquiries and distribution of guest tickets.
• To help dispatching degree certificates and transcripts.

Supervisions

• To oversee the administration and to process supervision reports in CamCORS and supervisors’ payment arrangements. [this latter to be confirmed]
• To download relevant data from CamSIS, and upload into CamCORS.
• To liaise with the Tutorial Office Manager to collect, review and present annual statistical data from CamCORS.
• To manage bookings of supervision Rooms.

Student Events

• To assist in coordinating and liaising with other College departments and student groups regarding key student events e.g., Freshers’ Week, Open Days and other events and dinners.
• To help with start of term preparations: printing student labels and cards for Porters, production of the Grace Reader timetable for formal halls, and distribution of university cards.

Student Records

• To oversee and ensure compliance with UK visa and immigration requirements are up to date for all students e.g., signing in requirements and keep up to date with visa regulations and requirements.
• To liaise with the International Students Office (ISO) and update the Google drive accordingly
• To maintain and update student databases e.g., in CamSIS and CamCORS, scholarships, awards, and prizes etc.
• To conduct searches and issue reports for college and university departments.
• To liaise with Student Registry and external bodies as appropriate on non-financial student matters.