Magdalene College
CAMBRIDGE

GRADUATE TUTORS ASSISTANT
(Fixed Term to cover leave)

Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 320 are undergraduates and 213 are postgraduates. There are 40 Fellows, headed by the Master, who make up the Governing Body of the College, a number of Research Fellows as well as Emeritus and Honorary Fellows.

On the non-academic side, there are approximately 116 employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Gardens, Conference, Catering and Buttery, IT, Libraries, Development, College Office, and Tutorial and Admissions.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

The College seeks to appoint a Graduate Tutors’ Assistant, for a fixed term to cover staff leave, who will provide secretarial support for the Graduate Tutor and Assistant Graduate Tutor and carry out a range of administrative tasks on their behalf. The Graduate Tutors have overall responsibility for the welfare of graduate students in the College and the postholder will be expected to assist the Tutors by...
freeing them of routine administrative matters. There will be close involvement with the Senior Tutor’s PA and the staff in Admissions, Tutorial and the College Office. It also requires frequent contact with the students themselves.

Responsible to: The Graduate Tutor

Main Duties and Responsibilities

• Updating College graduate student records on the computerised record-keeping system CamSIS and maintaining paper files, including student progress reports, financial issues, and personal information.
• Forwarding to the Graduate Tutor, thesis submission deferment, leave to work away and similar student status applications on-line.
• Providing face-to-face administrative support for graduate students.
• Assisting in the organization of occasional social events such as the dinner for new graduates (Matriculation Dinner) and the Graduate Students Supervisors’ Dinner.
• Assisting the College’s computing staff in the updating of the College’s website concerned with graduate affairs and admissions.
• Organising interview appointments for graduate students with the Graduate Tutor.
• Preparing bank and other student support letters.
• Maintaining a record of graduate attendance and other administrative functions in order to comply with provisions of the Points Based Immigration legislation.
• Assisting in the administration of the Graduate Tutor’s Research Fund and financial aid and other funds.
• Administration of NHS Student Bursaries for medical students.
• Administration of scholarships for Admissions.

Additionally, administrative support to the Tutorial Office and Admissions Office as requested by the Senior Tutor may be required.

Person Specification

The following criteria are appropriate to this post:

Knowledge and experience:
• Good educational background to at least A Level
• Excellent administrative and secretarial experience
• High level of IT skills including Word, Excel and other relevant IT systems, particularly CamSIS.
• Experience of working with students in a higher education environment.
Personal skills and abilities:
- Well organised, with the ability to prioritise work and meet tight deadlines
- Attention to detail
- Good interpersonal and written communication skills
- Flexibility
- Capable of working on own initiative
- Ability to maintain confidentiality and exercise discretion

Salary and Conditions
The post is to cover for staff leave and is for a fixed term starting 9 October 2017 and ending 8 December 2017 or the return of the staff member, whichever is sooner. The period may be extended by mutual agreement.

Working hours will be full time (36.25 hours a week) up to 17 November, thereafter hours would reduce to part-time (15 hours a week) although further hours may, from time to time, be necessary in order to meet the needs of the College’s business. The normal hours of work will be agreed with the Graduate Tutor.

The post is offered at a salary of £22,210 per annum for 36.25 hours a week (pro-rata for part-time).

25 days annual leave, plus Bank Holidays (pro rata for part-time).

Free lunch is available on working days of four hours or more.

[POS/CP Aug17]