Magdalene College
CAMBRIDGE

Undergraduate Tutorial Administrator
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 180 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 the Tutorial and Admissions Office.

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

Purpose of the Job

The Undergraduate Tutorial Administrator is responsible for providing administrative support required for the academic activities of undergraduate students.
Responsible to: Academic Registrar

Main Duties and Responsibilities

Undergraduate Intake
• Responsible for the administrative preparation for matriculation and other academic student administration; arrival timetable, arranging Master's address, matriculation photo, matriculation dinner, student information packs, meetings and logistics.
• Annual preparation of the Fresher’s timetable.

Exams
• Administer and be responsible for all arrangements in connection with College examinations during Lent and Easter terms, including the recruitment, supervision, organisation and payment of invigilators.
• Administer examination entries for all students, liaison with the University and Directors of Studies to ensure entries are submitted before the deadline date.
• Liaising with the University for alternative examination arrangements including, occasional Public Examinations in College.
• Maintaining a current knowledge of the University examinations regulations.
• Working with the Academic Registrar to produce the Results Report.

General Admission
• Administer and be responsible for all the arrangements for General Admission, including booking the Graduation Photograph, liaising with the Praelector, other College Officers and Heads of Departments as necessary.

Student Support
• Act as first point of contact for all queries on tutorial matters.
• Be responsible for producing academic transcripts for students as requested.
• Administration of undergraduate financial hardship claims, other financial claims, competitions and academic awards.
• To provide ad hoc letters for students (bank letters, proof of studentship), for signature.

Student Records & Status
• Maintain and update the College's Tutorial CASC database, CamSIS and other relevant databases of all student details, including tracking exam entries and results, degrees, Tutors, Directors of Studies, course codes, supervisors, scholarships, nationality, etc.
• Maintaining paper copy student files and ensuring their integrity and security.
• Maintaining records of examination results and producing letters certifying degree results and transcripts.
• Maintain student lists, i.e. Chapel, Graduands, student’s home and Cambridge addresses and examination lists.
• Liaise with LEAs on non-financial student matters, i.e. advising them of students either degrading, changing course, leaving the course or returning to study.
• Send out and processing student self-assessment forms to undergraduates both for Michaelmas and Lent terms, copies of which should be sent to both Tutors and Directors of Studies in time for end of term interviews.

Student Visa Administration
• Monitor student visa-holders from arrival and throughout the course of study, including scanning of documentation, overseeing the termly signing in process and ensuring compliance with the UK Visas and Immigration requirements, as advised by the International Student Team.
• Keep up to date with visa regulations, with guidance from the International Student Team.

Directors of Studies/Tutors/Supervisors
• Produce Tutor allocation letters prior to the start of Michaelmas Term.
• Prepare student DoS timetables at the beginning of each term.
• Administer the process of supervision reports using the online CamCORS system, including the registering of new Directors of Studies, Supervisors and the inputting of all current students at the beginning of Michaelmas term.
• Be responsible for dealing with queries from Directors of Studies and Supervisors regarding CamCORS, and liaising with the College Office for supervision payment queries.

Exeats
• Administer termly exeat requirements and exeat fines.

Other
• Dealing with general enquiries.
• Providing accurate and timely information and guidelines to students, Tutors, Supervisors and others as appropriate.
• Assist in the updating of the College’s website relating to undergraduate affairs and student handbooks and guides.
• Provide administrative support to the Tutors and Academic Registrar as required.
• Providing cover for 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.
Person Specification

The following criteria are appropriate to this post:

Qualifications:
1. Educated to A Level or equivalent
2. Undergraduate degree desirable

Experience and skills:
1. IT literate (including Microsoft Outlook, Word, Excel and maintaining databases)
2. Highly proficient in CamSIS, CamCORS, Moodle and CASC
3. Strong administrative experience
4. Experience within a College or Cambridge University is desirable
5. Excellent communication skills, including spelling and grammar
6. Ability to maintain confidentiality of data
7. Ability to work on own initiative, well organised and able to cope with a varied workload
8. Excellent team player
Salary and Conditions

• The post is full time (36.25 hours per week) and is offered at a salary of £24,000 – £26,000, dependent on qualifications and experience.

• Initially this will be a temporary role, but will be made permanent upon the retirement of the current post holder (expected to be during the Summer).

• 25 days annual leave (excluding Bank Holidays). Annual leave may not be taken during October, April, May, and June.

• Other benefits include a free lunch when on duty (non-contractual), a generous contributory pension scheme, cycle to work scheme, Medicaid scheme, and the use of sports facilities.

• There will be a six month probationary period.

• The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

[JW, June 2018]