Magdalene College
CAMBRIDGE

Academic Office Assistant
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 Academic Office.

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 an Academic Office Assistant into a newly created post to provide assistance and support in tutorial and admissions matters to ensure the smooth running of the Academic Office. Responsibilities will include providing assistance to other members of the team, keeping the website up to date in relation to academic matters, the ordering of University cards for the College, and responding to enquiries, in addition to general administrative duties.
Responsible to: Academic Registrar

Main Duties and Responsibilities

Admissions and Outreach Activities
- Assist the Undergraduate Admissions Officer with the undergraduate admissions period (October to January) and with undergraduate admissions administration throughout the rest of the year.
- Assist the Graduate Officer with graduate admissions as and when required.
- Provide assistance in arranging and organising, and take part in Open Days and outreach activities during the course of the year.

Tutorial
- Assist with the administration of Matriculation at the start of Michaelmas term and with General Admission at the end of Easter term.
- Order University Cards for all students and staff and be the University Card representative for the College.
- Produce the Electoral Roll for Cambridge City Council within the time framework.
- Coordinate the administration of ID checks for UK and EEA nationals prior to matriculation.
- Assist the Undergraduate Tutorial Administrator with examination entries, special conditions, in College exams, and exam papers.
- Assist with the administration of College prizes and awards.

Other
- Receiving and responding to enquiries received by telephone, email or post, or from visitors to the office.
- Supervising student helpers, Open Day helpers, and invigilators during interview periods.
- Ensuring the College's key academic and official information is maintained and up to date; copy and circulation of lists, termly notices, Annual Officers notices, Academic marketing, important information, key timetables and College policies.
- Under guidance from the Academic Registrar, ensure College website in relation to academic matters is up to date.
- Ensuring accurate maintenance of the office filing system and archiving or shredding material as necessary.
- 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 GCSE level with grade A-C English and Maths, or equivalent
2. Educated to A Level, or equivalent, is desirable

Experience and skills:
1. IT literate (including Microsoft Office, Word and Excel)
2. Administrative experience
3. Knowledge of the Cambridge collegiate system is desirable
4. Experience using CamSIS is desirable
5. Good communication skills, with an understanding of how to deal with academics and students
6. Excellent communication skills, including spelling and grammar
7. Ability to maintain confidentiality of data
8. Flexible approach and willing to assist with a wide variety of tasks
9. Excellent team player
Salary and Conditions

- The post is full time and is offered at a salary of circa £22,000, dependent on qualifications and experience.

- A flexible approach to working hours is required, and the post holder will be expected to work additional hours as required (particularly during the admissions period, November and December) for which time off in lieu will be given.

- 25 days annual leave, (excluding Bank Holidays). Annual leave may not normally be taken during busy periods, particularly in the lead up to and including the interview period October, November, December, (except for the College shut down at Christmas), and during the last two weeks of August.

- 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, Jul 2018]