The College

There has been a continuous tradition of academic study on the Magdalene College site for nearly 600 years. The College 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 Registrar to lead the Academic Office, working closely with the Senior Tutor, Postgraduate Tutors, Admissions Tutors and Undergraduate Tutors. The post will have responsibility for, and oversight of, all administration for admissions, outreach, and tutorial work, both undergraduate and postgraduate.
Responsible to: Senior Tutor

Responsible for: Deputy Academic Registrar and Undergraduate Admissions Officer; Undergraduate Tutorial Administrator; Postgraduate Officer; Academic Office Administrator; Schools Liaison Officer (SLO), and College Nurse.

Academic Office:
Main Duties and Responsibilities

Admissions
- Assist the Undergraduate and Postgraduate Admissions Tutors in the management and oversight of College admissions processes.
- Maintain oversight of all undergraduate and postgraduate admissions matters, ensuring additional support is given to the Undergraduate Admissions Officer during the undergraduate admissions period, and the Postgraduate Officer as required.
- With the Undergraduate Admissions Officer, organise and manage the undergraduate admissions interview period in December and January, including recruitment of interview teams and timetabling of interviews, as directed by the Undergraduate Admissions Tutor.
- With the Senior Tutor/Admissions Tutor and Undergraduate Admissions Officer oversee the fee status assessments of undergraduate applicants.
- Oversee the recruitment and briefing of student helpers for the interview period and liaison with the College Office regarding contracts and payments.
- Oversee the process to communicate admission decisions, sending feedback with advice from the Undergraduate Admissions Tutor, and deal with responses as appropriate.
- Oversee and manage Postgraduate Scholarships, Bye-Fellowship Competition, and bursary schemes.

Outreach activities
- Assist in the production and maintenance the College’s undergraduate prospectus.
- Oversee the organisation of and attend all College Open Days.
- Work with the Admissions Tutor (Recruitment), Outreach Fellows, and Schools Liaison Officer in outreach activities throughout the year and the biennial Everton event.
- Develop administrative resources to support both prospective students and Admissions Tutors.

Student Matters
- Maintain oversight of all matters relating to both undergraduate and postgraduate students, ensuring additional support is given to the Undergraduate Tutorial Administrator and Postgraduate Officer when required.
- Coordinate the full academic year’s events, from preparation for new students and Freshers’ Week through to General Admission.
- Oversee the management of examination entries and liaison with external organisations.
• Oversee the administration of termly exeat requirements and exeat fines, undertaken by the Undergraduate Tutorial Administrator.

• Oversee the arrangements for students who are subject to Tier 4 Visa regulations, other requirements of UK Visa and Immigration, and any other legal requirements such as DBS checks.

• Develop administrative resources to support both students and academic staff.

Tutor Support
• Devise and maintain a Tutor procedure manual, disseminate to current Tutors and provide to new Tutors along with additional support and guidance.

• Advise Admissions Tutors on College equal opportunities policies in so far as they affect admissions procedures for Junior Members.

• Assist the Senior Tutor in the preparation of annual budget bids and monitor expenditure against agreed budgets.

• Assist the Senior Tutor and Postgraduate Tutors in preparing student handbooks, policies and procedures.

• Liaison between the Tutors and College Nurse and College Based Counsellor regarding working practices. Helping to facilitate an appropriate service.

Committees
• Provide a Secretariat for the Academic Committee, Director of Studies Committee, Tutors’ and Pastoral Committee and, other committees as directed by the Senior Tutor.

• For the Academic Committee administer all Teaching Academic appointments and renewals; including letters, stipends outline, roles and responsibilities documents. Submission of reports to the Academic Committee and on to Governing Body.

• Submission of returns to the Student Registry as required by the Tutors’ Committee.

• Responsible for the administration of the College’s formal academic appeals to the Examination, Access and Mitigation Committee.

Competitions and Funds
• Administration of competitions, academic awards, and other forms of Tutorial financial support, including but not limited to;
  o Travel Awards
  o Summer Research Bursaries
  o Florence Exchange

Results and Prizes
• Responsible for producing the results report with support from the Undergraduate Tutorial Administrator.
• Coordinate the administration and reporting of College prizes.

**Reports & Returns**

• Prepare reports and statistical analysis for various committees, under the guidance of the Senior Tutor, Postgraduate Tutor, and Admissions Tutors.
• Produce teaching ratios report as required.

**Academic Office and Staff Management**

• Line management of staff in the Academic Office; to include recruitment, induction, probation, appraisals, leave requests, training, risk assessments etc.
• Along with the Senior Tutor, Line management of the College Nurse; (to include recruitment, induction, probation, appraisals, leave requests, training, risk assessments etc) and the point of contact for the College-based Counsellor on non-clinical matters.
• Monitor and deploy staff time in the Academic Office in order to meet the varying demands during the academic year. In particular ensuring that good practice is employed and ensuring appropriate deployment of tasks to avoid workload imbalance.

**Other**

• Keep up to date and proficient with all relevant software and databases such as CamSIS, CamCORS, Moodle etc.
• Develop and maintain Moodle resources for Tutors, undergraduates and postgraduates.
• Oversight of all academic matters on the College website, ensuring information is kept up to date and relevant.
• Ensure up to date knowledge of current regulations and requirements relating to student procedures (equality, UK Visa and Immigration regulations etc).
• Ensure up to date knowledge of data protection, and maintain systems and process which comply with data protection requirements.
• Represent College on relevant University /intercollegiate committees.
• Liaison with University and other third parties regarding international exchange students.
• Liaison with the Disability Resource Centre and advising individual Junior Members on any matters relating to disability, in conjunction with the College Nurse.
• Liaison with other College departments and Fellows.
• Provide 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 degree level, or equivalent professional experience
2. A recognised management or leadership qualification is desirable

Skills and Experience:
1. Previous experience in a similar role within higher education
2. Experience within Cambridge University or a Cambridge College is desirable
3. Experience of line managing a team
4. Excellent interpersonal skills including a high-level of proficiency in verbal and written communication
5. Excellent IT skills including Microsoft Word, Excel, and databases.
6. Proficient in the use of CamSIS and CamCORS
7. Accuracy, attention to detail and an organised and methodical approach
8. Resilient and enthusiastic, with the confidence to exercise judgement and use initiative
9. Ability to work with a wide range of people
10. Ability to multi-task, work under pressure and to deadlines, but also to devolve work and supervise its delivery when appropriate
11. Ability to handle sensitive and confidential matters
Salary and Conditions

- The post is full time (36.25 hours per week) and is offered at a salary of £35,000 to £37,000, dependent on qualifications and experience.

- 25 days annual leave (excluding Bank Holidays). Annual leave may not be taken during busy times of the year which includes, but is not limited to, the start of Michaelmas Term and the end of Easter Term. The post holder is expected to ensure the wider teams’ workload is adequately supported during any periods of annual leave.

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

- There will be a six month probationary period.

- The notice period for this post will be three months.

- 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.

[HM, April 2021]

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