Postgraduate Administrator (35 hours per week)
Salary £24.029 per annum plus pension and benefits.

Trinity Hall is seeking to appoint an experienced administrator to work in our busy and friendly Tutorial Office.

Reporting to the Senior Tutor’s Assistant & Tutorial Office Manager, the successful candidate will work as part of a team to ensure that academic and pastoral functions for all current and potential graduate students are appropriately and efficiently managed.

This is a varied post with duties to include: providing tutorial support for graduate students, allocating and managing graduate College accommodation, assisting with the studentship and funding applications, co-ordinating monthly graduation ceremonies for graduate students and general administrative support to the Tutorial Office.

The closing date for this vacancy is 12noon Monday 11 February 2019. Interviews will be held on Friday 15 February 2019.

Further details and an application form are available at www.trinhall.cam.ac.uk/vacancies or tel. 01223 764660.

Applications should be sent to: jobs@trinhall.cam.ac.uk or Junior Bursar’s PA, Trinity Hall, Trinity Lane, Cambridge, CB2 1TJ.
### JOB DESCRIPTION

**Job Title:** Postgraduate Administrator

**Location:** Tutorial Office, Central Site, Trinity Hall

**Responsible to:** The Senior Tutor’s PA & Tutorial Office Manager working under the supervision of the Tutorial Registrar and Admissions Officer

**Objective:** To provide administrative support for academic and pastoral matters relating to Trinity Hall undergraduates, postgraduates, post-doctoral researchers, Honorary Members and Affiliated students, with particular responsibility for postgraduates.

To provide administrative support to the Tutorial Team

**Experience:** Administrative experience, preferably in an educational environment. IT literate

#### Detailed Duties

The Postgraduate Administrator is a key member of the College Tutorial Office which provides a seamless administrative process from recruitment and admissions of undergraduates to completion of graduate degrees. Directly responsible to the Senior Tutor’s PA and Tutorial Office Manager, the Postgraduate Administrator works alongside other office members who comprise of the Tutorial Registrar, Admissions Officer, Tutorial Administrator and Schools’ Liaison Officer and Admissions Assistant. It is important to appreciate that all Tutorial Office staff provide administrative cover for each other during busy periods and absence.

Duties are necessarily varied and include a range of responsibilities, some of which are shared but others require independent and unsupervised work. The person appointed will be expected to work closely with the Tutorial Team and, in particular, the Tutorial Registrar and also, on occasions, to work with other academic and administrative staff and students, both within the College and wider University as appropriate. The post-holders main duties will involve:

- Providing a first line of enquiry for postgraduate students: by email, post, telephone or in person

- Arranging appointments for the Graduate and Deputy Graduate Tutors and assisting with aspects of postgraduate tutorial support

- With assistance from the Tutorial Registrar and Tutorial Administrator, allocating postgraduate College accommodation and maintaining the Accommodation Database; liaising with the Student Accounts Clerk and Conference Office over transfers of information; handling accommodation changes, sublets and termination of contracts.

- Co-ordinating monthly graduation ceremonies

- Processing and recording grant applications from postgraduate students

- Processing and recording applications received from postgraduates for leave to work away from Cambridge and to intermit their studies
• Producing institutional letters confirming student status, banks, council tax exemptions etc

• Managing the College’s postgraduate studentship awards; liaising with relevant funding bodies; updating postgraduate funding information on College and University websites,

• Dealing with enquiries, applications and events involving Postdoctoral Research Associates and Honorary Members of the MCR

• Overseeing the matriculation of new postgraduate students

• Monitoring and recording official documentation related to Points Based Immigration

• Monitoring and recording termly CamGRAD reports; and updating/maintaining postgraduate student records as per University and internal College reporting systems

• Updating and maintaining relevant sections relating to postgraduate students on the College website and intranet and assuming responsibility for updating content on PDRA section of the website in liaison with the PDRA Rep

• Providing seasonal assistance to the Admissions Officer with undergraduate and postgraduate admissions and offering seasonal assistance to the Tutorial Registrar with examinations

• Attending termly Postgraduate Administrators’ Meeting with the Tutorial Registrar

• Providing administrative support to members of the Tutorial Office, Senior Tutor, Tutors, Directors of Studies and postgraduate student ‘College Contacts’

• Preparing the agenda and compiling minutes for termly meetings of the College’s Postgraduate Students and PDRA Committee

• Co-ordinating the postgraduate ‘College Contact’ Scheme; preparing for new academic and allocating Tutors and College Contacts

• Organising various events including Postgraduate Induction, Postgraduate Open Days, Matriculation Dinners, Graduate Buffets, Post Doc Dining Nights

• Assisting the Tutorial Registrar with organizing various events including General Admission

**Tutorial Team’s shared responsibilities**

Ensuring as a team member, shared responsibilities for the Tutorial Office are managed effectively. These include:

• Providing cover for team members during periods of absence and unforeseen emergencies

• Sharing responsibility for general office systems, policies, procedures and resources: archiving, filing, machinery, keeping website information current, etc.

• Ensuring the maintenance and safekeeping of files, past and present, in conformity with the General Data Protection Regulation 2018
- Undertaking further training and attend specific workshops/courses when required
- Attending ad hoc meetings when required
- Any other reasonable duties required by the Senior Tutor and Senior Tutor’s PA
- The Postgraduate Administrator may be required to work outside normal office hours, especially during the summer examination period, including some occasional weekends and Bank Holidays, for which time off in lieu will be given.
- The Postgraduate Administrator will be required to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment and other training as advised by the Health and Safety Officer and the Senior Tutor’s PA & Office Manager.

Trinity Hall reserves the right to change the duties detailed in this job description at any time. Changes will be introduced following discussion with the post holder.

PERSON SPECIFICATION

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<th>Qualifications/education</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• A levels (or equivalent) and/or equivalent experience in an administration/secretarial role</td>
<td>University degree</td>
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<th>Skills/knowledge/training</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>• Excellent administrative/secretarial skills</td>
<td>• Knowledge of the Cambridge Information Systems (CamSIS), CamGRAD and Moodle</td>
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<td>• Good working knowledge of Microsoft Office</td>
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<th>Experience</th>
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<td>• Experience of working in an administrative/secretarial role</td>
<td>• Experience of working in an educational/college environment</td>
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<th>Personal attributes</th>
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<td></td>
<td>• Proactive approach to problem solving</td>
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<td>• Ability to work to determined deadlines</td>
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<td>• Able to work individually and as part of a team</td>
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<td>• Sensitivity in dealing with telephone and personal enquiries received from a range of people with varying backgrounds</td>
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<td>• Versatility and resourcefulness</td>
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<td>• Sensible, calm and considered approach</td>
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<td>• An interest in and sympathy for individual problems, an ability to protect confidentiality</td>
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<td>• Flexibility to be able to work outside normal hours when required</td>
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Last updated January 2019