TUTORIAL ADMINISTRATOR

Permanent position
Full time - 35 hours per week
Salary range - £24,871 to £26,341 per annum

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 and 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 students are appropriately and efficiently managed.

This is a varied post with duties to include: supporting the admissions process for undergraduates and graduate students, allocation of college accommodation, providing support for exams administration, and assisting in the organisation of college events.

Closing date: Tuesday 29th March 2022 at 12noon.
Interviews will be held w/c 4th April 2022 (provisionally scheduled on Tuesday 5th and/or Wednesday 6th April)

An application form is available here or for further vacancies check our Staff vacancies page.

Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ.

NB. CVs will only be accepted if accompanied by a Trinity Hall application form.

Enquiries to jobs@trinhall.cam.ac.uk or tel. 01223 764660.
Job Title: Tutorial Administrator
Location: Tutorial Office, Central Site, Trinity Hall
Responsible to: The Senior Tutor’s PA and Tutorial Office Manager working under the supervision of the Tutorial Registrar

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

To provide administrative support to the Tutorial Team

Experience: Administrative experience, preferably in an educational environment.

Main Duties
The Tutorial Administrator is a key member of the College Tutorial Office which aims to provide a seamless administrative process from recruitment and admissions of undergraduates to completion of postgraduate degrees. Directly responsible to the Senior Tutor’s PA and Tutorial Office Manager, the Tutorial Administrator works alongside other office members who comprise the Tutorial Registrar, Admissions Officer, Postgraduate Administrator and Schools’ Liaison Officer and Admissions Assistant. It is important to appreciate that all Tutorial Office members 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 while others will 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:

- Assisting the Tutorial Team to maintain the smooth running of the office
- Assisting with all aspects of undergraduate tutorial support (and postgraduate as required)
- Providing first line of enquiry for undergraduate students: by email, post, telephone or in person
- Providing administrative support to members of the Tutorial Office, Senior Tutor, Tutors and Directors of Studies
- Assisting with the organisation of college events including ordering and proofing of associated material
- Overseeing the matriculation of new undergraduate students
- Updating and maintaining student records using University and internal
College reporting systems and managing email distribution lists and signing in/out sheets

- Monitoring and recording official documentation related to student immigration compliance
- Monitoring and recording CamCORS reports
- Updating and maintaining relevant sections to undergraduate students on the College website and intranet
- Preparing the agenda, supporting documents, and compiling minutes for the termly meetings of the College’s PREVENT Advisory Group. Preparing and organising the materials for the annual Data Return ready to upload before the deadline in consultation with the Senior Tutor and Tutorial Office Manager
- Preparing the agenda, supporting documents, and compiling minutes for the termly Directors of Studies’ Meetings in consultation with the Senior Tutor, Tutorial Office Manager and Tutorial Registrar
- Preparing the agenda and supporting documents for the termly Tutors’ Meetings in consultation with the Senior Tutor, Tutorial Office Manager and Tutorial Registrar
- Attending various meetings and taking minutes/notes as required
- Assisting the Tutorial Office Manager with the organization of the annual meetings of Directors of Studies with the Senior Tutor
- Attending the termly Undergraduate Tutorial Forum and any other University meetings as required, with the Tutorial Registrar
- Attending the fortnightly Tutors’ Lunches
- Assisting with all examination matters including responsibility for mock exams
- Preparing for new academic years to include allocating Tutors and Directors of Studies
- Assisting the Tutorial Registrar with the organisation of events including the Admission of Fellows and Scholars, St Edward’s Feast, Dr Eden’s Commemoration Supper, Matriculation Dinners, General Admission; and designing, ordering, and procuring appropriate stationery, invitations, menus, promotional materials, seating plans etc
- With assistance from the Tutorial Registrar, allocating undergraduate accommodation and maintaining the Accommodation Database; preparing and issuing accommodation licences; liaising with the Student Accounts Clerk and the Conference Office over transfer of information; handling accommodation
changes, sublets and termination of contracts; liaising with the JCR and Junior Bursar regarding the JCR room ballot

- Managing monthly graduation ceremonies
- Dealing with administration relating to the application process for the Management Studies Tripos
- Producing institutional letters confirming student status, banks, council tax exemptions etc
- Maintaining student files and the archiving/cataloguing of student files and committee papers in line with the Tutorial Office Retention Schedule
- Stationery cupboard restocking, stationery requests

**Tutorial Team’s shared Responsibilities**

Ensure 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 Regulations 2018 and the Tutorial Office Retention Schedule
- Undertaking further training and attend specific workshops/courses when required
- Attend ad hoc meetings when required
- Any other reasonable duties required by the Senior Tutor and Senior Tutor’s PA
- The Tutorial Administrator may be required to work outside normal office hours, especially during the examination period, including some occasional weekends and Public Holidays, for which time off in lieu will be given
- The Tutorial 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 Advisor, HR Office and the Senior Tutor’s PA and Tutorial Office Manager

**Trinity Hall reserves the right to make changes or update this job description at any time. Changes will be introduced following discussion with the post holder.**
# PERSON SPECIFICATION

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications/education</td>
<td>• A level (or equivalent) and/or equivalent experience in an administration/secretarial role</td>
<td>• Undergraduate university degree</td>
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<td>Skills/ Knowledge/Training</td>
<td>• Excellent administrative/secretarial skills</td>
<td>• Knowledge of the Cambridge Student Information Systems (CamSIS), CamCORS, Moodle, GDPR, Zoom and Teams</td>
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<td>• Good working knowledge of Microsoft Office</td>
<td>• Minute taking</td>
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<td>Experience</td>
<td>• Experience of working in an administrative/secretarial role</td>
<td>• Experience of working in an educational/college environment</td>
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<td>Personal attributes</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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