

JOB DESCRIPTION

POSTGRADUATE ADMINISTRATOR

College Background

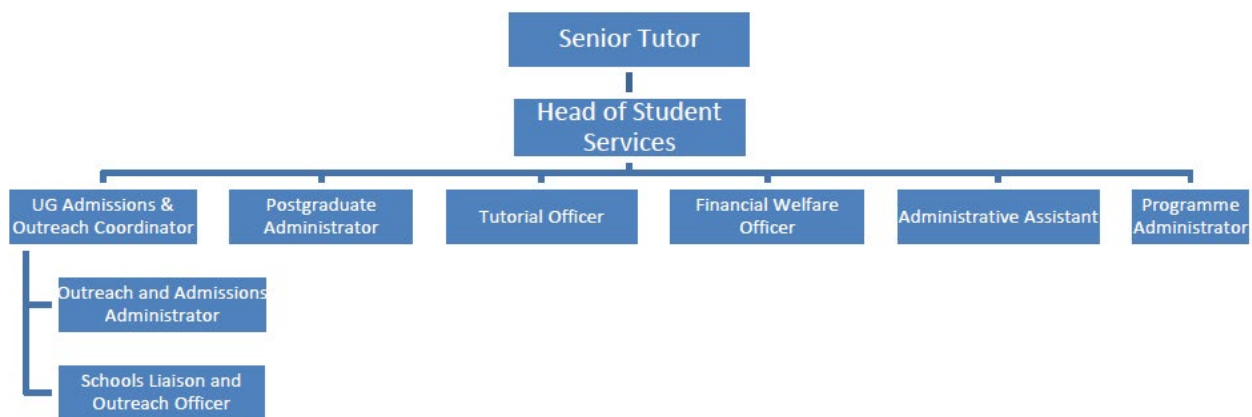
Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Role Purpose and Department Structure

Team/ Department: Student Services

Reporting to: The Head of Student Services



Purpose of Job

The post holder will be responsible for the administration of all matters relating to postgraduate students, including the admissions process and ongoing support for College Postgraduate Tutors and Directors of Studies working directly with the Fellow for Postgraduate Affairs and Tutor for Postgraduate Admissions and Scholarships to help provide data for reporting. They will also provide comprehensive administrative support within the College's busy Student Services Office.

Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

- Oversee the administration of postgraduate admissions, including tracking applications, issuing offers and confirmations, responding to queries from students, other Colleges, and the Student Registry, and reporting progress to Tutor for Postgraduate Admissions. Collaborate with the College Accommodation Office on room allocations during the admissions cycle.
- Manage administrative and logistical preparations for the annual postgraduate intake, including scheduling and hosting induction and offer-holder webinars, updating the College website for new postgraduates, assisting with Tutor allocations, and coordinating induction activities with the Fellow for Postgraduate Affairs and the MCR. Oversee immigration document procedures for new international postgraduates, including maintaining trackers, following up with students, and liaising with the University International Student Office. Maintain the Sympa postgraduate email list.
- Manage Right-to-work checks for postgraduate supervisors on Student Visas, also liaising with HR and Payroll. Check Temporary Agreement template sent from OIS each year with College HR and send to all postgraduates who are supervising to sign. Approve Supervisor registration applications for Postgrads in Camcors.
- Directly supporting the Tutor for Postgraduate Admissions and Scholarships in administering Postgraduate Research Funding in the annual funding round, including approval of attendance for students with loans.
- Manage ongoing postgraduate administration, with support from the Administrative Assistant, including student correspondence, termly payroll and catering lists and event attendance (e.g. Freshers' Formal, Matriculation Dinners, Halfway Hall and College Feast).
- Support Postgraduate Tutors with student applications for working away, intermission and extensions via EAMC and CamSIS. Monitor applications and track progress.
- Coordinate postgraduate Examination Access Arrangements each exam term, including gathering evidence, liaising with departments, working with colleagues to support College-based exams and submitting Exam Allowance applications; support team with postgraduate communication of exam arrangements and emergency procedures to students and Tutors.
- Administer the College Partner Card scheme for postgraduates and partners, including applications, renewals and liaison with IT.
- Maintain and update CamSIS and CamCORS records, including Tutor/DoS changes, and prepare termly student lists for sharing with Tutors and DoSs.
- Work with the Fellow for Postgraduate Affairs to provide and update postgraduate content for College communications and Open Days (in person and online), in collaboration with the Tutor for Postgraduate Admissions and MCR.
- Assist the Tutor for Postgraduate Admissions in collating postgraduate admissions statistics for use in reports for the Education Board, admissions reporting, and other purposes as requested.
- Represent the College at termly Postgraduate Administrators' meetings, monitor University policy changes, and support their dissemination.

- Convene, host and contribute to weekly Postgraduate Tutor meetings.
- Respond to general enquiries from students, alumni, Fellows, external agencies, University staff and the public via email, phone and in person.
- Provide tours to prospective and new postgraduates as required (across Girton owned property).
- Assist, on an ad-hoc basis, with the other functions of the Student Services Office including graduation ceremonies, examinations and undergraduate admissions
- The post holder will be required to be familiar with, and work in accordance with, all College policies and procedures
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, and other training as advised by the Health and Safety Officer and Head of IT and Information Compliance.
- To undertake any other duties as instructed by the Head of Student Services Office and as appropriate to the role.

NB: During September and October each year, the postholder will need to be flexible in their working hours as the role will require some evening and weekend work to manage the arrival of new postgraduate students. All hours worked over and above contracted hours will be compensated with time off in lieu.

General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Head of HR.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Education to a degree level or equivalent	✓		CV and Cover Letter Interview
Skills and Experience	Essential	Desirable	Method of assessment
Solid and substantial experience of working in an administrative role, at a similar level of complexity	✓		CV and Cover Letter
Previous experience of working in a University/College environment is highly desirable		✓	Interview
Previous experience working within an Admissions and Tutorial Office		✓	References
An excellent working knowledge of Microsoft Office (including Word, Excel, Outlook and Powerpoint) and the Internet	✓		
The ability to work quickly and accurately, with excellent attention to detail and to tight deadlines	✓		
The ability to prioritise own workload, use initiative and to work with minimal supervision	✓		
Excellent organisational skills and the ability to cope with a varied and demanding workload	✓		
Excellent oral and written communication skills, including accurate spelling and grammar	✓		
Knowledge of CamSIS		✓	
Experience of maintaining websites and working with online booking and questionnaire software		✓	
Personal qualities	Essential	Desirable	Method of assessment
Good interpersonal skills and the ability to work as part of a team	✓		CV and Cover Letter
Flexibility and a willingness to 'muck in'	✓		Interview
The ability to work outside of normal office hours (including weekends) when required	✓		References
Reliability, trustworthiness and the ability to maintain confidentiality	✓		
The ability to adapt and be receptive to change and new challenges	✓		
The ability to communicate well with and for all members of the College community, Fellows, staff and students	✓		

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

EMPLOYMENT

Salary	USSS Point 35 - 40 - £32,080 to £36,636 (depending on skills and experience).
Working arrangements	Full Time, 35 hours per week.
Contract term	Permanent, subject to a six-month probationary period.
Annual leave	Pro-rata of 26 days paid holiday plus 8 public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3 X Annual salary Employee Assistance Programme Workplace Pension Health Cash Plan (MediCash) Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme Agile Working <p><i>Some of the above are non-contractual</i></p>