

JOB DESCRIPTION: Tutorial Officer

Responsible to: Head of Student Services

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.

Purpose of Job

To provide administrative support within the College's busy Student Services Office. The post holder will have particular responsibility for administering a number of tutorial-related processes from the matriculation of new undergraduate students and undergraduate visas through to examinations and graduation. The post holder will also deputise for the Head of Student Services when required.

Role Duties and Responsibilities

- Organisation of General Admission and the MA Congregation, from student registration through to managing rehearsals on the day
- Production of transcripts of results for past and present Girton students, and student letters for present students (e.g. bank letters, council tax exemptions, verification etc.)
- Responsible for preparations for the new student intake each October including preparation and distribution of information to incoming Freshers via the College website, liaison with Directors of Studies regarding reading list and course preparation information and organisation of induction arrangements
- Administer the College visa procedure for undergraduate students including keeping records, organisation of termly monitoring and liaison with University International Students Office
- Administer the examination entry and confirmation process and the distribution of examination timetables
- Assist the Head of Student Services with applications for Examination Access Arrangements
- Managing, with the advice of the Head of Student Services, University examinations taking place in College during the academic year including setting up exam rooms, starting and ending exams, the collection/return of exam papers to the University and management of invigilators
- Administer other Tutorial functions of the office, including supervision questionnaires, parking permits, records management and verification of student information for statutory purposes
- Maintain and update CamSIS and CamCORS with regard to DoS/Tutor changes, student information and graduation records
- Preparation and regular updating of student lists for distribution to DoS/Tutor and other college departments
- Maintain and develop the tutorial-related pages on the College website
- Deputise for the Head of Student Services on postgraduate and undergraduate matters when required,

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including attendance at meetings, dealing with enquiries and managing the office

- Assist the Head of Student Services in the production of reports and returns regarding student-related matters
- Represent the Student Services Office at weekly Diary meeting
- Represent the College at the termly Undergraduate Tutorial Forum meetings and keep up to date with any changing policies and procedures
- Answer general enquiries via email, telephone, post and in person from students, Fellows, University staff and members of the public
- Assist, on an ad-hoc basis with the other functions of the Student Services Office including undergraduate admissions and open days
- 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
- To undertake any other duties as instructed by the Head of Student Services and as appropriate to the role

This job description may be subject to change following consultation between the Head of Student Services and the post holder.

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 and Experience	Essential	Desirable
Solid and substantial experience of working in an administrative role, at a similar level of complexity.	✓	
Educated to degree level or equivalent.	✓	
Previous experience of working in a University/College environment is highly desirable		✓
Previous experience working within an Admissions and Tutorial Office.		✓
Skills & Knowledge		
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 and/or Qualtrics		✓
Experience of maintaining websites and working with online booking and questionnaire software.		✓
Other Attributes	Essential	Desirable
Good interpersonal skills and the ability to work as part of a team	✓	
Flexibility and a willingness to 'muck in'	✓	
The ability to work outside of normal office hours (including weekends) when required	✓	
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	✓	

Girton College is committed to providing equality of opportunity. 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. Applications are welcome from candidates of all backgrounds particularly from those belonging to groups that are under-represented in similar roles among Cambridge Colleges.

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EMPLOYMENT

Salary	£30,487 - £34,980 per annum + benefits (Girton Single Spine Points 35-40), pro-rata for part-time arrangements.
Working arrangements	Full-time, 35 hours per week. Usual days of work Monday-Friday, ideally covering the hours between 8am-5pm (for example, 8-4 or 9-5. Exact arrangement to be discussed with the successful candidate). Part-time hours or other arrangements will be considered, in addition to remote working options.
Contract term	Fixed term for 12 months
Annual leave	34 days per annum (inclusive of bank holidays), pro-rata for length of contract and part-time arrangements.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Workplace Pension Cycle to Work Scheme Access to Healthcare 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 Free Parking on-site <p><i>Some of the above are non-contractual</i></p>