



JOB DESCRIPTION

Job Title:	Undergraduate Tutorial Administrator
Responsible To:	Tutorial Office Manager and Senior Tutor
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	Points 37 - 43 on the University's single salary spine.
Hours:	36.5 hours per week
Holidays:	33 days annual leave (including public holidays)
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme, and you have the right to opt in at any time.

Job Summary

This role is one of two Tutorial Administrators, reporting operationally to the Tutorial Office Manager and to the College's Senior Tutor. The role holder will provide administrative support for the Undergraduate responsibilities of the College including students, Tutors and the wider Tutorial Office.

Working closely with the Postgraduate Tutorial Administrator and the Tutorial Office Manager, the role involves regular liaison and participation in weekly Tutorial meetings to ensure continuity and consistency of service.

Experience within a University or College environment is desirable but not essential, as a strong set of transferable skills can provide an excellent foundation for success in this role.

Key Responsibilities

Supporting the Tutors

Assist and support the Tutors in a wide range of administrative activities, including:

- Arranging end and start-of-term Tutor meetings.
- Preparing online end-of-term supervision reports and collating results.
- Preparing the Tutor on-call duty roster and open tutorial times.
- Creating and circulating the departure and return form for students.

- Filing and maintaining student documentation and records.
- Drafting letters and references – both standard and non-standard.

Student Systems and Records

- Update student records via CamSIS to ensure accurate and up to date record keeping.
- Process supervisor registrations and release supervision reports via CamCORS.
- Maintain internal student information and records throughout the year.

Student Support and Enquiries

- Liaise with Tutors and students on disability matters for examinations and be responsible for the appropriate circulation of Student Support Document's within College.
- Supporting undergraduates and their Tutors with a range of enquiries.
- Manage student communications across the academic year, predominantly through email, the intranet and MS Forms, ensuring information is clear, timely, and accurate.

Examinations

Support the administration and delivery of examinations, including (but not limited to):

- Managing reasonable adjustment applications for examinations including liaising with students and Tutors directly.
- Assisting Tutors with the application process for EAMC appeals.
- Managing the end-to-end process and logistics for Lent Term mock examinations.
- Co-ordinating in-College examinations for students with reasonable adjustments including booking space, recruiting casual staff and running examinations, collecting and distributing exam packs, and creating desk tickets.
- Managing the exam enrolment, verification, and correction process.

Student Intake (Freshers)

Assist with the annual intake of new undergraduate students, including (but not limited to):

- Updating the Student Handbook and online guidance materials.
- Undertaking administration tasks required for onboarding new students including room allocation, assigning to personal Tutors and creating personalised information documents.
- Preparing Tutorial files for students for filing management system
- Participating in the Welcome Hub (including the distribution of University Cards).

- Arranging start-of-term meetings with Directors of Studies.
- Arranging meetings with Tutors including the necessary catering arrangements.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

General Responsibilities

- Supporting committee work, including the preparation of agendas, coordination of papers, and accurate notetaking.
- Responsibility for providing administrative support related to the organisation and delivery of the College Bridging Course including the creation of welcome packs, recruiting peer mentors and administration on behalf of the course co-ordinators.
- Prepare annual electoral registration information for the Council including liaising with Fellows with rooms at College.
- Taking part in the College's appraisal scheme and to undertake training as required.
- Being responsible for your own health and safety in the workplace.
- Fully complying with all the College's policies including equality of opportunity and data protection.
- Undertaking any other reasonable request or duties commensurate with your post.

Background:

Christ's College is a medium-sized Cambridge College, with approximately 425 undergraduate and 240 graduate students. The Tutorial Office provides central administrative support for the academic life of both undergraduate and graduate students, maintaining student records, liaising with the University and Faculties, and supporting the Tutors.

The office currently comprises six members of staff: a Manager, two Administrators (including this role), a PA to the Senior Tutor, a Head of Wellbeing and Mental Health Nurse and Physical Health Specialist Nurse. All team members report to the Senior Tutor.

This role involves a significant amount of face-to-face interaction with students. The position also requires extensive use of University systems such as CamSIS and CamCORS, alongside Microsoft Office applications, including MS Forms.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to A' level standard or equivalent. 	<ul style="list-style-type: none"> • Educated to Degree standard or equivalent.
Experience	<ul style="list-style-type: none"> • Experience working collaboratively within a team 	<ul style="list-style-type: none"> • Customer service experience with a user-focused approach • Experience working in a collegiate or higher education environment • Familiarity with University systems (e.g. CamSIS, CamCORS)
Skills/knowledge and training	<ul style="list-style-type: none"> • Proficient in IT, including Microsoft Office applications. • Strong written and verbal communication skills 	
Personal attributes	<ul style="list-style-type: none"> • Ability to work independently and use initiative • Strong organisational skills with the ability to manage competing deadlines • High level of accuracy and attention to detail • Calm, patient, and empathetic approach when supporting students • Flexible, proactive, and collaborative working style 	

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