JOB DESCRIPTION

Job title: SENIOR TUTOR’S ASSISTANT

Responsible to: Senior Tutor

Responsible for: 2 Tutorial Administrators

Place of work: Christ’s College, Cambridge and associated properties

Salary range: Point 39 on the University’s single pay spine, currently £29,799

Hours: Full time, 36.25 hours per week, Monday to Friday. Some out of hours may be necessary from time to time.

Tenure: Temporary post for 3 months in the first instance, to cover long term sickness in the department.

Holidays: 36 days annual leave (inclusive of public holidays); pro rata for part-year

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 out at any time.

Job summary:
The Senior Tutor is a Fellow of the College and is responsible for ensuring the academic success and well-being of the undergraduate and graduate student members of Christ’s College. The Senior Tutor’s Assistant and the Tutorial Office provide administrative support to the Senior Tutor and the other 9 College tutors as well as to around 50 Directors of Studies. They are responsible for: maintaining student records, supporting the Tutors/Directors of Studies and liaising with the University, Departments, and external organisations. The Tutorial Office comprises the Senior Tutor’s Assistant and two Tutorial Administrators.

Key responsibilities:
The Senior Tutor’s Assistant has overall responsibility for the running of the Tutorial Office, and for ensuring a smooth and efficient operation. Additionally, the Senior Tutor’s Assistant acts as Personal Assistant for and provides administrative support to the Senior Tutor. This includes:

- Diary maintenance and management;
- Dealing with routine e-mails, telephone calls and correspondence on the Senior Tutor’s behalf;
- Organisation of start and end of term meetings and other ad hoc meetings;
- Preparation and distribution of papers for major meetings;
- Producing briefs and organising papers for the Senior Tutor in readiness for meetings;
- Acting as secretary to the weekly (term-time) Tutors’ Meetings;
- The production and distribution of student related data and information;
• Dealing with requests from other members of College, the Faculties and Departments and University (e.g. concerning examination results, scholarships, student numbers etc.);
• The administration of grants, prizes and bursaries;
• Undertaking projects as directed by the Senior Tutor;
• The administration of DBS checks for Medical Students;
• Liaison with other College departments in respect of Tutorial matters, including but not exclusively the Bursary and Accounts, Accommodation, Development and the Master’s Office;
• Maintaining the Tutorial pages on the College web-site.

The Senior Tutors Assistant also oversees and manages the Tutorial Office which is responsible for:

• Making arrangements for Matriculation, General Admission and Congregations;
• Maintaining student records in both paper and electronic format (including CamSIS) (graduation ceremonies), and the distribution of transcripts;
• Administering of the University supervision system (CamCORS);
• Examination enrolments;
• Administration and invigilation of examinations sat in College;
• Applications for examination allowances;
• Administering the Points-Based Immigration (PBI) rules in relation to overseas students;
• Organising start and end-of-term meetings;
• Provision of administrative support to the Tutors;
• Production of information packs for new students;
• The provision of tutorial/student information to other members of College;
• Providing statistical returns to the University;
• Dealing with inquiries from students, staff and Fellows.

In addition, the Tutorial and Admissions offices work closely together, providing mutual support and assistance at particularly busy times of year.

**General responsibilities:**

• To take part in the College’s appraisal scheme and to undertake training as required
• To be responsible for your own health and safety in the workplace
• To fully comply with all the College’s policies including equality of opportunity and data protection
• To undertake any other reasonable request or duties commensurate with your post

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.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications</strong></td>
<td>• Educated to degree level or equivalent</td>
<td>• Holds administrative or business professional qualifications and/or membership</td>
</tr>
<tr>
<td><strong>Skills/Experience</strong></td>
<td>• Administrative experience at a senior level</td>
<td>• Ability to use other Microsoft packages including Power Point and Publisher</td>
</tr>
<tr>
<td></td>
<td>• Excellent interpersonal skills</td>
<td>• Previous experience of working in a College or University context</td>
</tr>
<tr>
<td></td>
<td>• Excellent communication skills, both verbal and written</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Accuracy and attention to detail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Experienced with handling sensitive information with discretion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to work under direction and using own initiative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to update web pages</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Proficient with most of the Microsoft Office packages, including Word and Excel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Well organised and able to cope with pressure</td>
<td></td>
</tr>
<tr>
<td><strong>Personal attributes</strong></td>
<td>• Well presented</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Polite, tactful and discreet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Willing to work flexibly as required</td>
<td></td>
</tr>
</tbody>
</table>