EMMANUEL COLLEGE

Further particulars relating to the post of Tutorial and Admissions Administrator

The College

Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to finance and staff management, the College is completely autonomous. Staff are directly employed by the College, which handles all contractual and personnel matters. The College is a registered charity, with the members of the College Council as its Trustees; it is subject to supervision by the Charity Commission.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by the College Council and a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairman of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: the Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; the Senior Tutor, who has overall responsibility for the administration of student admissions to the College and its academic life including the administration of the Tutorial function and day to day student tutorial and welfare matters.

Person Profile – Tutorial and Admissions Administrator

The College is seeking a general administrator to work in the Tutorial and Admissions team who possesses excellent organisational skills, the ability to efficiently manage and prioritise a varied workload and has the flexibility to meet deadlines.

Education & qualifications

The successful candidate will be educated to A-level or an equivalent standard with an excellent command of spoken and written English.

Specialist knowledge & skills

The successful candidate must possess a high level of competence to carry out a range of clerical/administrative tasks and possess good IT skills for administrative purposes, including email, word processing (in particular mail merge and label production), spreadsheets, and the ability to work proficiently with database applications. Ability to learn systems/software as necessary and use IT skills to enhance work processes is essential. Knowledge of the dedicated Cambridge University systems such as CamSIS would be advantageous but is not essential. A high degree of accuracy and excellent attention to detail are very important.

The successful candidate will have a capacity for working under instruction as well as using their own initiative and the ability to contribute as an active member of the team in a collaborative and supportive manner. Ability to maintain confidentiality as matters are often confidential in nature requiring absolute discretion and integrity.

Interpersonal & communication skills

The successful candidate will need to establish and maintain good working relationships with a wide range of people, including students, parents, academic and support staff at all levels and to contribute positively to the College and University community.

It is essential to have a pleasant and helpful manner both on the telephone and face-to-face and an ability to remain calm and courteous under pressure. Importantly, the successful candidate will have an ability to
listen actively, take notes and understand instructions accurately and draft correspondence with accuracy and clear expression.

**Relevant Experience**
The successful candidate will have at least two years’ general administrative experience with substantial exposure to paper and electronic filing and information systems ensuring data quality. Experience of collating information and entering such information accurately onto a database is desirable. Previous exposure to Higher Education / Cambridge University administration may be an advantage, but is not essential.

**The Rewards**
The College Terms and Conditions of Employment provide for 25 days annual holiday, in addition to the 8 statutory and public holidays in a full holiday year, a Child Care Voucher Scheme is available in appropriate situations, a meal is available at lunch time and the College operates a scheme for payment whilst staff are incapacitated due to ill health. A final salary pension scheme is also available with an employee contribution rate of 8%.

The salary is according to a scale consisting of 6 incremental points from £20,724 - £23,898 per annum.

**The post**
The post is full-time, divided between the Tutorial Office, reporting to the College Registrar and the Admissions Office, reporting to the Admissions Officer. Normal hours of work are 36 hours 40 minutes per week, from 8.30am to 4.50pm Monday to Friday with an hour break for lunch every day.

It will be necessary for the post-holder to be flexible, willing and prepared to occasionally adjust their working arrangements to accommodate the operational needs of the College (especially during the busy Admissions round in December and Exams in May-June).

**Application process**
Applications should be via completion of the enclosed application form and accompanied by a hand written covering letter. The closing date for receipt of completed applications is Monday, 21 August 2017; the planned date for interviews is Wednesday, 30 August 2017; please include an indication with your application if you are unavailable on this date.

The post is available immediately and the successful candidate will be expected to start as soon as possible.

Applications should be addressed for the attention of Bursar’s Office, Emmanuel College, St Andrew’s Street, Cambridge CB2 3AP and marked “Strictly Private and Confidential”. 