JOB SPECIFICATION for the post of Tutorial Events Administrator - Part-time (1/3 FTE)

LINE MANAGER - College Registrar

PURPOSE OF THE JOB

To provide administrative support to the Praelector (particularly in connection with official ceremonies) and the College Registrar (particularly with the maintenance of student records).

PRINCIPAL RESPONSIBILITIES

1. Praelectoral duties including handling the administration of various ceremonies such as Matriculation, both undergraduate and postgraduate (October), General Admission (June), the MA Congregation (February) and other ordinary congregations held throughout the academic year. This involves handling correspondence, payments, working on seating plans, liaising with the Bursary, Catering and the University Student Registry, arranging professional photography and circulating headshots to Tutors and Directors of Studies, as well as posting degree certificates and transcripts to graduands.

2. General Tutorial duties as directed by the College Registrar:
   a. assisting with the maintenance of physical and electronic student records in accordance with the latest data protection legislation, including data collection, processing and storage; this will include reviewing, archiving and cataloguing, as well as development of robust approaches to data retention;
   b. tutorial reception duties to include handling enquiries by telephone, email, letter, and in person from Fellows, students, and other staff and members of the public, photocopying, scanning, producing labels and other general assistance.

3. Ensuring current practice within the role is constantly reviewed with a view to improving processes and streamlining procedures.

4. Any other duties and responsibilities consistent with the post, arising from its nature and character as may be reasonably requested from time to time, including cover for other team members and team-related tasks.

The observance is required at all times of the College Equal Opportunities, Health & Safety and Computer Acceptable Use policies together with the College policy on the application of the Data Protection Act. Copies of these policies will be given to the post-holder as part of the induction process.
EMMANUEL COLLEGE

Person Specification

- Excellent IT skills including MS Office
- Ability to work flexibly and excellent organisation skills
- Excellent attention to detail
- Excellent communication skill both verbally and in writing and ability to communication at all levels
- Ability to work both with a minimum of supervision and as part of a team
- Experience maintaining a relational database
- Knowledge of GDPR regulations