Further particulars relating to the post of Tutorial and Admissions Administrator (Full-time)

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 staff management, the College is completely autonomous. Members of staff are employed by the College, which handles all contractual and personnel matters.

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 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; and the Senior Tutor, who has overall responsibility for admissions and the academic life of the College.

Reporting to the Bursar and the Senior Tutor are the Heads of Department, who together are responsible for some 150 staff members.

The Post

Reporting to the College Registrar, the Tutorial and Admissions Administrator provides comprehensive administrative support to the Postgraduate Tutor(s), Undergraduate Tutors, Directors of Studies and the College Registrar. This is a busy and varied role which requires excellent organisational skills and attention to detail in order to efficiently plan and prepare for a variety of events including Open Days, Formal Dinners, general admissions administration and assisting the College Registrar in setting up Examinations. The ability to work efficiently, either independently and as part of a team is essential.

The post is full time, working 36 hours 40 minutes each week, throughout the year.

The person specification and duties of the Tutorial and Admissions Administrator are set out in more detail in the attached Job Description.
The Rewards

The College Terms and Conditions of Employment provide for:
- 25 days annual holiday for full-time positions (pro rata for part-time posts), in addition to statutory and bank holidays
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- The salary will be in the range £23,561 - £26,910 per annum, payable monthly depending on experience.

Other benefits include:
- Meal is available at lunch time at College expense,
- Access to the College Gym and swimming pool,
- Permanent Health Insurance cover is taken for staff,
- Full-time position for a total of 36 hours 40 minutes per week, worked in accordance with a flexi time scheme from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours.
- Various discount schemes are available from local traders

Application

Applications should be via completion of the application form together with a covering letter. The closing date for receipt of applications is 5pm on Thursday 24th February 2022. Interviews for this post are expected to be held in the week commencing 7th March 2022.

Completed applications should be sent by e-mail marked ‘Strictly Personal & Confidential’ to HR@emma.cam.ac.uk.