Further particulars relating to the post of College Registrar (Maternity Cover)

Emmanuel College is a constituent College of the University of Cambridge, and the College admits Undergraduate and Graduate students across a wide range of subjects and courses. A Fellowship of 95 Fellows, most of who also participate in teaching for the College, governs the College. The Senior Tutor is the College Officer responsible for academic and welfare matters.

The post of College Registrar reports to the Senior Tutor, and is crucial to the efficient operation of the College’s tutorial administration. The Tutorial Office is responsible for administrating all aspects of the academic and registrary functions relating to Undergraduates, Graduates and Affiliated Students (some 650 students in total). The Tutorial Office also provides information and advice directly to students and liaises with the University administration on their behalf.

The Senior Tutor, the Graduate Tutor and the 10 undergraduate Tutors are together responsible for academic policy and welfare matters, decisions being taken through the Master and Tutors’ Committee. The College Registrar acts as secretary to this Committee.

Excellent administrative and management skills are required as are accuracy and attention to detail. Knowledge and experience of University administration is also desirable. A working knowledge of software packages such as Word, Excel and Access is important. A friendly and professional manner is required in a busy office working with both Senior and Junior Members of the College.

Maternity cover starting mid-August until 31 October 2019.

Terms and Conditions

The College terms and conditions of employment provide for 25 days annual leave in addition to statutory and bank holidays, working hours are 36.67 hours per week to be worked in accordance with a scheme of flexible working arrangements, a lunch is provided at College expense.

The salary range is from £29,513 - £31,274 per annum depending on experience and qualifications.

Application

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 mid-day on 6 July 2018. Applications should be addressed for the attention the Bursar’s Assistant, The Bursary, Emmanuel College, St Andrew’s Street, Cambridge CB2 3AP and marked “Strictly Personal and Confidential”.