EMMANUEL COLLEGE

JOB DESCRIPTION for the post of College Registrar (Maternity Cover).

Full time Maternity Cover post, reporting to the Senior Tutor who is the College Officer who has overall responsibility for the Tutorial function.

LINE MANAGER Senior Tutor

RESPONSIBLE FOR Senior Tutor’s Secretary and Tutorial Administrator/s

PURPOSE OF THE JOB

Providing administrative support to the Senior Tutor and overseeing the general day to day management of the Senior Tutor’s Secretary and Tutorial Administrators to ensure that the academic and registry function for all students, including Undergraduates, Graduates and Affiliated students, is appropriately maintained and managed efficiently. Providing support for the Tutorial Committees by preparing draft agendas, papers, minutes and reports etc. The post holder is responsible for managing an appropriate information flow to other departments regarding the academic and registry function together with the maintenance of all relevant supporting records.

SKILLS REQUIRED

Excellent administrative and management skills are required as are accuracy and attention to detail. Knowledge and experience of the University of Cambridge central administration is also desirable. A working knowledge of software packages such as Word, Excel and Access is essential; some training in the use of databases used by the College will be available. A high level of “customer service” is required in order to create a friendly and professional working environment in a busy office working with both Senior and Junior Members of the College.

JOB SPECIFICATION

Using own initiative to ensure timely completion of work in accordance with instructions as may from time to time be issued by the College in connection with a variety of duties which include the following:

1. Providing administrative support for the Senior Tutor across the full range of tutorial business. This includes responsibility under the Senior Tutor’s direction, for managing the preparation of committee agendas, papers, minutes (including the indexation and cross referencing thereof) and reports as necessary, along with annual lists and circulars and other memoranda issued by the Senior Tutor.

2. Responsibility for and management of all aspects of the work of the Tutorial Office and the day to day management and training of all staff within the Tutorial Office. Utilise both the secretarial and general support available within the Tutorial Office in order to fulfil the demands made upon it. The work of the Tutorial Office includes:

   i) Management of examination entries and liaison with external organisations such as the Board of Examinations etc.
ii) Maintaining records of Junior Members of the College, and maintaining the details relating to students on the ‘Students and Rooms Database’ and liaison with the Development Office concerning historical data provision.

iii) Liaison with the Central Administration of the University in all matters associated with the Registry function in the College.

iv) Administration of University of Cambridge Moodle Virtual Learning Environment operating under the responsibility of the Tutorial Office.

v) Administration of appropriate aspects of the CamSIS student information database (relating to members of Emmanuel College).

vi) In association with the Praelector, to oversee the arrangements for official ceremonies such as matriculation and admission to degrees.

vii) In association with the Praelector and/or the Senior Tutor, oversee the drawing up of seating plans for various functions.

viii) Liaison with LEAs, the Student Loan Company and other official bodies such as Research Councils etc. as necessary.

ix) Preparing ‘Academical Notes’ for inclusion in the College magazine.

x) Providing information on the status of present members of College to the Bursary and other Departments as necessary.

xi) Preparation of information pack to be circulated to new students (Freshers).

xii) Revision of College entries in various University publications, e.g. Resident Members, the University Reporter etc.

xiii) Submission of the College’s return in respect of resident Junior and Senior Members for entry on the electoral roll.

3. Utilise the support available within the Tutorial Office so as to ensure that the support services required by the Graduate Tutor are available. This includes:

i) Ensuring that an initial point of contact is available within the Tutorial Office so as to respond to enquiries from Graduate Students.

ii) Liaising with the Student Registry section of the University (formerly the Board of Graduate Studies) and the Graduate Tutors’ Committee on all matters relating to Graduate Students, other than those directly concerned with admissions.

4. Advising the Senior Tutor on the College’s Equal Opportunities Policy as it affects Junior Members. This includes:

i) Monitoring University equal opportunities policies and practices and advising the Senior Tutor on any implications which may arise for the College’s policies in these areas.

ii) Advising the Admissions Officer and Tutors on the implementation of such statistical and other monitoring of the intake of Junior Members as may be required under the College’s equal opportunities policies, the Race Relations Act 2000 and other relevant legislation.

iii) Reporting annually to the Senior Tutor on the pattern of any complaints or grievances that may have been raised by Junior Members.

iv) Liaising with the University Disability Resource centre and advising individual Junior Members on any matters relating to disability. Advising the Senior Tutor and the Bursar of any modifications to facilities or general arrangements that may be required in respect of any disabled student.
v) Advising the Admissions Tutors on the College equal opportunities policies in so far as they affect admissions procedures for Junior Members.

vi) Advise academic staff on University regulations, standard practice, student Data Protection and other related matters.

5. Membership of the Master and Tutors Committee, the Education Forum, the Health and Safety Committee, Heads of Departments meetings and attendance at other meetings as required. In respect of the Master and Tutors Committee this will include preparation of the agenda, taking of minutes and liaison with the Bursary over the decisions of the Committee.

6. The observance at all times of the College Equal Opportunities, Computer Acceptable Use, Health and Safety Policies and the College Policy on the application of the General Data Protection Regulations. The contents of these policy documents are explained to staff during their induction to employment and copies are available on request from the Senior Tutor.

7. Any other duties and responsibilities consistent with the role of College Registrar as may be reasonably requested from time to time.

PERSON SPECIFICATION

• An understanding of the Collegiate University.
• Knowledge and experience of University administration is desirable
• Excellent communication skills both written and orally are essential
• Working knowledge of Microsoft Office, including WORD, EXCEL, Outlook and Access
• Tact and discretion in dealing with confidential or sensitive matters.
• Ability to use own initiative and work under pressure.
• Meticulous attention to detail and good organisational skills.
• Willingness to be flexible and adaptable when necessary.