Job Description

Job title: Graduate Administrator
Department: Tutorial
Reports to (Position Title): Tutorial Office Manager

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

To support the work of the Admissions Tutor(s) in attracting and recruiting suitable applicants to the College, to administer the admissions process for graduate applicants to the College to the point of entry, and ensure the College remains administratively in-line with the University admissions procedures.

Main duties and Responsibilities

To administer the Graduate Admissions process, including:

- Administer Graduate Admissions, including applications and receiving and tracking all relevant documentation.
- Ensure that the office is tidy and well ordered, and that documents are easily available.
- Handle correspondence on a daily basis (post, email and telephone).
- Show visitors and potential students around the College when required.
- Handle sensitive and confidential material.
- Input data onto College databases.
- Cover for other members of staff during holiday/sickness periods.

Background information

Based at: Gonville and Caius College, Trinity Street, Cambridge.
Hours of work: 37.5 hours per week.
Contract: Permanent Full time Contract
Qualifications: Educated to degree level or equivalent.
Key Skills: Excellent, advanced level, IT skills. The post holder must be familiar with working at an advanced level with office software packages including Microsoft Word and Excel, email and internet programmes.
Work experience: Experience of a busy office environment is highly desirable
- Relevant administrative experience in an educational setting (useful)
- Previous experience of CamSIS or similar database desirable.

Budget responsibilities: No
### Main duties and Responsibilities

- Receive requests for stationery and ink cartridges from staff and fellows and maintain stock levels by informing the Tutorial Office Manager if we need to put in an order.

- Assist the Undergraduate Admissions Administrator with the organisation of College Open Days and student interview periods.

- Publicising funds and awards available for graduate students (i.e. travelling scholarships, book grants, travel grants), passing completed applications to the Graduate Tutors in time for Tutors’ Meetings and sending out decision letters to students.

- To undertake any other duties or responsibilities that may be assigned from time to time by the Tutorial Office Manager.

- Help with Degree Ceremonies.

- To maintain content on the College web site, including Graduate Admissions, funding and awards and graduation ceremonies.

- General office duties including photocopying and filing.
FURTHER INFORMATION RELEVANT TO THE ROLE

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of Continuous Professional Development and the opportunity for training and development will be provided.
## Person Specification

**Job title**  
Graduate Administrator  

**Department**  
Tutorial  

**Reports to**  
Position Title  
Tutorial Office Manager  

### Qualifications and Training

- Educated to A Level or equivalent.  
  **Essential**

- Excellent communication and interpersonal skills  
  **Essential**

- Excellent standard of written English; good attention to detail  
  **Essential**

- Excellent IT skills. The post holder must be familiar with working at an advanced level with office software packages including Microsoft Word and Excel, email and internet programmes  
  **Essential**

- Ability to interact with a wide range of people, including students, teachers, Fellows, Department staff and University representatives  
  **Essential**

- Good telephone manner and ability to respond courteously, accurately and helpfully to enquiries made on the telephone, by email or by letter; capacity to deal sensitively with potentially controversial or emotional responses to admissions decisions  
  **Essential**

- Ability to work well within a small team, with the flexibility and willingness to assist other team members as necessary  
  **Essential**

- Good organisational skills and ability to work to tight deadlines  
  **Essential**

- Willingness to work flexibly, especially around times of peak activity in the admissions process  
  **Essential**

- Reliability, and the ability to work unsupervised and to take the initiative  
  **Essential**

- Discretion at all times when dealing with matters of a personal, financial or otherwise sensitive or confidential nature  
  **Essential**

- Willingness to learn new skills, and particularly to acquire expert knowledge required for the management of admissions enquiries  
  **Essential**

- Awareness of the General Data Protection Regulation (GDPR)  
  **Essential**

- Previous administrative experience in the University or another Cambridge College.  
  **Desirable**

- Previous experience of the CamSIS database (or other database package).  
  **Desirable**

- Ability to communicate and work calmly under pressure at all levels with tact and diplomacy.  
  **Essential**

- Conscientious attitude and desire to provide a high quality of service to members of College and external customers.  
  **Essential**

- Skilled in creating a respectful yet friendly rapport with fellows, students, work colleagues and external visitors/customers.  
  **Essential**

- Initiative and self-discipline  
  **Essential**

### Knowledge, Skills & Proven abilities

- Able to work independently or as part of a team  
  **Essential**

- Demonstrate a high standard of personal appearance.  
  **Essential**

- Ability to embrace change  
  **Essential**

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