Job Description

**Job Title:** Student Office Administrator (Postgraduates) and Praelector’s Secretary  

**Post holder:**

**Reporting To:** Assistant Senior Tutor (Graduates)

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### Main Purpose of Role/Overview:
Reporting to the Assistant Senior Tutor, the role has responsibility for all aspects of postgraduate student administration and of administration of matriculation and graduation. The nature and emphasis of this role is to work closely and proactively with the Student Office team, Welfare Team, Praelector, Communications and Domestic Bursary to support all areas of the postgraduate student experience in College.

### Main Responsibilities & Duties:

**A) Postgraduate Student Administrator**

1. Be primary point of contact for post-graduate student questions and enquiries, answering promptly and fully. Liaise with colleagues in College and wider University as needed.

2. Working with the Student Office team, preparation of induction materials and student packs. Help welcome new students to College which will include a limited amount of weekend work at the start of Michaelmas Term.

3. Management and recording of academic applications, including those to intermit and work away.

4. Working with the Student Office and Records Administrator, maintain orderly up to date student files using paper records, moodle, Camcis and Sharepoint systems.

### Standards of Performance/Results

1. Excellent communication with students, College members and University contacts.

2. Induction materials accurate and ready on time. Student arrival and induction managed successfully.

3. Accurate student data and compliance with University regulations and GDPR.

4. Accurate, readily accessible and complete student data.
5. Working with the Librarian, administer the Academic Skills programme, to include all bookings, arrange payments of external tutors, communications and webpage maintenance

6. Administrative support for the Assistant Senior Tutor

7. Attendance at University committees as required. Attendance and/or service College committees as required.

8. Work collaboratively with the other members of the Student Office team to ensure tasks are performed especially at busy points in the academic year.

### B) PRAELECTOR’S SECRETARY:

9. Organisation and administration of all aspects of the College’s graduation ceremonies (for example issuing tickets, liaising with graduands and the University’s Student Registry, and College departments). Communicating dates and providing relevant information about graduation to graduands and College members.

10. Organisation of all aspects of matriculation ceremonies and dinners, working closely with the Praelector and Domestic Bursar.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

### Scope/size of role (budgets, people, etc):

None

### Significant internal/external relationships:
Student Office, Development Office, Domestic Bursary, Directors of Studies, Senior Tutor, Assistant Senior Tutor, Bursary, Tutors, Student Union, Communications, Registry, Praelector, Old schools

### Objectives (as per PDR) or key milestones:

#### Target/Objective:

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5. Well-organised academic skills programme

6. Admin support as needed.

7. College is well-represented externally. Agendas circulated and minutes written up and circulated in a timely manner.

8. Productive and flexible approach to working to achieve the aims of the Student Office

9. Well-attended and efficiently run graduations ceremonies.

10. Efficiently organised events which welcome the students to College