



TRINITY COLLEGE

UNIVERSITY of OXFORD

JOB DESCRIPTION – Undergraduate Admissions Officer and Chapel Administrator

Title of post:	Undergraduate Admissions Officer and Chapel Administrator
Reporting to:	Graduate and Academic Administrator; Chaplain
Working with:	Graduate and Academic Administrator, Senior Tutor, Chaplain, Undergraduate and Tutorial Administrator, Tutor for Graduates, Fellows and Lecturers, Access Officer, Head of Access, and relevant staff in other Departments
Role:	To provide administrative support for the undergraduate admissions process, and for the Chaplain at Trinity College, in addition to supporting the work of the Academic Office, as required.
Place of work:	Trinity College, Oxford. There may be some scope for hybrid working (i.e. working from home, as well as in College) as part of this role.
Hours of work:	Full-time (37.5 hours/week, Monday-Friday).
Salary:	£22500-24500, depending on experience
Benefits:	Free lunch is provided for staff in College Monday-Friday (except during periods of kitchen closure); membership of a pension scheme; holiday entitlement: 25 days, plus bank holidays.

Trinity College

Trinity College was founded in the sixteenth century in what was then a rural outpost, and which now forms the heart of Oxford's city centre. The College has developed over four and a half centuries into a vibrant and diverse educational community that has produced award-winning academics, successful leaders in the business, political and economic world, and passionate public servants, teachers and campaigners. Our community of 450 students and 300 academics and staff come from more than 40 countries and form a community that is open, outward-looking, and supportive. Our ambition is for our community of students, academics and alumni to bring their talents to make a positive impact on the world – through their teaching and research, and through the many other passions and talents our community encompasses.

The role

The Undergraduate Admissions Officer and Chapel Administrator provides administrative support in two crucial areas of the College's operations: the admission of undergraduate students, and the life of the College Chapel. You will work with a dedicated team of administrators in the busy Academic Office, and with academics across the College, to ensure the smooth running of the undergraduate admissions process. You will also provide administrative support to the College Chaplain and the work of the College chapel.

Specific duties:

ACADEMIC OFFICE (c. 27.5 hours/week)

(A) Specifically responsible for the following tasks:

- Organise and run undergraduate admissions process, under the direction of the Senior Tutor.
- Be responsible for follow-up processes after undergraduate admissions: feedback letters to applicants; sending out and receiving financial declarations and other documents from offer-holders; obtaining and checking international Visas for offer holders.
- Work with the Access Team on Open Days and other admissions events, as requested by the Senior Tutor.
- Update the College website for the Academic Office, especially in respect of undergraduate admissions.
- Work in liaison with Senior Tutor on publicity materials for undergraduate admissions.
- Produce the undergraduate freshers' week timetable in Michaelmas Term.
- Organise, in consultation with the President's Office, President's Collections (meetings with the President) for new undergraduate students.
- Service the Academic Committee once a term, in liaison with the Senior Tutor.

(B) Other Duties in the Academic Office:

- Support and deputise for the Graduate and Academic Administrator / Undergraduate and Tutorial Administrator in their absence to ensure efficient running of Academic Office, and be able to undertake their routine tasks if required.
- Liaise with Fellows and Lecturers, staff in other College departments, students, University central administration and subject departments and other Colleges.
- Respond to academic enquiries from current and former students, and from academics (by phone, e-mail or in person).
- Renew University Cards.
- Attend meetings involving Academic Office functions, in College and in the University, when requested.
- Such other tasks as may reasonably be requested within the scope of the post.

ADMINISTRATIVE SUPPORT FOR THE CHAPLAIN (c. 10 hours/week)

Specifically responsible for the following tasks for the Chaplain:

- Liaise with the Chaplain to keep diary and accurate records of forthcoming services scheduled in Chapel (e.g. regular and special services, occasional baptisms, funerals, memorial services).
- Process the paperwork for weddings including the applications for licences and marriage certificates.

- Prepare appropriate orders of service, music lists etc.
- On behalf of the Chaplain, liaise with guest preachers, booking their accommodation in College and notifying them of practical arrangements.
- Process expenses claims.
- Liaise with the Chaplain to prepare the draft of the Chapel term card.
- Be the point of contact for correspondence with College Livings.
- Service the Equalities Committee while the Chaplain is the Equalities Fellow.
- Any other reasonable tasks as requested by the Chaplain.

Person specification:

Essential

- Educated to first-degree level (or equivalent experience).
- Self-motivated and organised.
- Good inter-personal skills.
- Able to work with tact and discretion.
- Excellent written and spoken English.
- Strong IT skills (familiar with Microsoft Office and online databases).

Desirable

- Some experience of studying or working at a collegiate University.
- Some familiarity with the Oxford undergraduate admissions process.
- Some familiarity with the administration of a place of worship / community organisation.