JOB DESCRIPTION – ASSISTANT ADMINISTRATOR (ACADEMIC OFFICE AND WELFARE DEAN / CHAPLAIN)

Title of post: Assistant Administrator (Academic Office and Welfare Dean / Chaplain)

Reporting to: Graduate and Academic Administrator (for Academic Office); Welfare Dean / Chaplain (for Welfare / Chapel)

Working with: Graduate and Academic Administrator, Senior Tutor, Welfare Dean / Chaplain, Undergraduate and Tutorial Administrator, Fellows and Lecturers, Access Officer, Head of Access, and relevant staff in other Departments

Role: To provide administrative support for the core functions of the Academic Office (especially Undergraduate Admissions) and for the Welfare Dean / Chaplain.

Specific duties:

ACADEMIC OFFICE (c. 25 hours/week)

(A) Specifically responsible for the following tasks:

- Organise and run undergraduate admissions process, in liaison with Access Officer, Graduate and Academic Administrator and 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.
- Organise Open Days and other access and admissions events in liaison with Access Officer, Head of Access and Senior Tutor.
- Lead some school tours of Trinity, in liaison with the Access Officer.
- Update the College website for the Academic Office, especially in respect of undergraduate admissions.
- Work in liaison with Senior Tutor and Access Officer and Head of Access on publicity materials for undergraduate admissions.
- Produce the undergraduate freshers’ personalised timetable in Michaelmas Term.
- Oversee Academic Office stationery supplies and photocopier and shredder facilities.
- Record undergraduate collection examination marks on the shared Academic Office drive.
- Log and process applications for academic posts, in liaison with other Academic Office staff.
- Undertake VISA 4 checks for international students on course, in liaison with Undergraduate and Graduate Administrators.
- Organise timetables for Presidential Graduate and Undergraduate collections, in liaison between Academic Office and President’s Office.
- Arrange dinners for undergraduates and graduates, on behalf of Senior Tutor, in liaison with Undergraduate and Graduate Administrators.
- Oversee some of the arrangements for examinations in College, in liaison with the Undergraduate Administrator.

(B) Other Duties in the Academic Office:

- Deputise for 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 AND WELFARE DEAN (c. 10 hours/week)

(A) **Specifically responsible for the following tasks for the Welfare Dean:**
• Liaise with the Welfare Dean to keep accurate, confidential records relating to student welfare.
• Be responsible for sending out and collecting in from the Welfare Dean and relevant students `Factors Affecting Performance` forms.
• Update the Welfare sections on the College website.
• Act as Secretary to the termly welfare committee meeting in College, including taking minutes.
• Attend any welfare administrative briefings in College or in the University as requested by the Welfare Dean.

(B) **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.
• 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.