

Graduate and Academic Administrator (Trinity College Oxford)

Further Particulars

Trinity College seeks to fill the position of Graduate and Academic Administrator from 1 March 2019. This post, which is directly responsible to the Senior Tutor (a Fellow of the College), comprises administrative responsibility for graduates within Trinity College, day-to-day management of some temporary or hourly-paid staff within the Academic Office, administration of student academic grants, and servicing Academic Committee and academic appointments. It is a varied, demanding role, for which we seek a self-motivated, positive, highly organised person, with significant relevant professional experience. Applicants should be educated to at least first-degree level; a postgraduate qualification (to at least Masters level) and/ or experience of graduate admissions is desirable. Since the post may on occasion require sole supervision of applicants or undergraduates under 18, the successful applicant will be required to undergo an Enhanced DBS check once they are offered the post.

Trinity College

Trinity College, founded in 1555, is located in a beautiful site in the centre of Oxford, near main libraries, lecture halls and all the city's amenities. It currently admits 85-90 undergraduates and 45-50 graduate students each year, with a balance between Arts and Science disciplines. There are approximately 400 students in residence at any one time. In addition, some 40-50 postdocs working in research groups of the College's fellows are affiliated to the College's MCR. The College prides itself on combining the highest academic standards with a particularly friendly sense of community. The College is headed by the President. The academics currently comprises twenty-six Tutorial Fellows, eight Professorial Fellows, ten Junior Research Fellows, five College Officers who are Fellows of the College, and some thirty Lecturers. There are approximately eighty members of staff. For further information about the College, please see the College website: <http://www.trinity.ox.ac.uk>

The Academic Office

Trinity College's Academic Office is responsible for the administration of academic processes within the College and on behalf of the University. It administers admissions, registration and on-course procedures for undergraduate and graduate students, and the affiliation of postdocs. It administers recruitment and appointment processes for new academics (Fellows and Lecturers). It handles enquiries from potential applicants, students, and academics, and oversees the collection and dissemination of academic information to other departments in the College / University. (It is also home to the college cat, Artemis, a lovable mature black she-cat.)

The Academic Office currently comprises three full-time staff:

- an Undergraduate and Tutorial Administrator
- a Graduate and Academic Administrator
- an Undergraduate Admissions Officer and Assistant Administrator

The Senior Tutor, who is the Fellow with responsibility for the College's academic portfolio, has overall management responsibility for the Academic Office. The Senior Tutor's role also incorporates the offices of Tutor for Graduates, and Tutor for Admissions.

Purpose and Objectives of the Post

The post-holder will have day-to-day operational responsibility for the smooth running of the functions of the Academic Office falling under their remit (i.e. graduate students, postdocs, grants, servicing academic appointments). The Undergraduate and Tutorial Administrator is responsible for

all other administration relating to undergraduates; the Undergraduate Admissions Officer and Assistant Administrator for administration relating to undergraduate admissions. A defining characteristic of the Academic Office is that whilst every post-holder has specific responsibilities, all members of staff work as a team, assisting each other as the need arises, and covering for other roles over periods of leave.

Hours and conditions:

The Graduate and Academic Administrator will work the core hours 9 a.m.-5 p.m. (Monday to Friday) with one hour for lunch (normally 12.15-1.15). However, it is expected that at busy times (e.g. start of the academic year, or examinations) the postholder will work such hours as are necessary to fulfil the requirements of this post.

The place of work is the Academic Office of Trinity College, but from time to time the postholder may be required to attend meetings or training in other locations within Oxford University.

Salary and benefits offered by Trinity College

- Salary range: £28,660 - £30,395 (related to University scale for grade 6), depending on experience
- Free lunch is provided for staff Monday-Friday (except during periods of kitchen closure)
- Optional membership of staff pension scheme

Application and interview procedure

Please send an electronic copy of each of the following to the Undergraduate and Tutorial Administrator (isabel.lough@trinity.ox.ac.uk) **by Tuesday 15 January 2019.**

- a covering letter explaining why you are applying for this post
- a curriculum vitae, including education and professional experience
- the names and contact details, including email addresses, of two referees (at least one of whom should be a recent line-manager or employer). References will not be taken up before shortlisting, and then only with applicants' permission.

Interviews will be held on Tuesday 29 January 2019.

Candidates invited for interview will be asked to undertake a test (using a PC) prior to their interview, involving the use of Microsoft Word to compose a letter (from data supplied) and the use of an Excel spreadsheet for administrative records. After the tests, candidates will be given a general interview, framed around the requirements of the job description.

Trinity College is an equal opportunities employer. Entry into employment within the College and progression within employment will be determined only by personal merit and the application of criteria that are related to the duties of each particular post and the relevant salary structure. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age; colour; disability; ethnic origin; marital status; nationality; national origin; parental status; race; religion or belief; gender or sexual orientation. In all cases, ability to perform the job will be the primary consideration.

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	ESSENTIAL	DESIRABLE
Educational qualifications	<ul style="list-style-type: none"> • First degree • Excellent command of written and spoken English for formal and informal communications 	<ul style="list-style-type: none"> • Postgraduate qualification (to at least Masters level)
Professional experience	<ul style="list-style-type: none"> • At least one year's experience in a relevant professional environment (e.g. academic, academic-related, charity sector, etc.) • Experience of working with student services and / or academics • Excellent working knowledge of Microsoft Office suite • Experience of taking minutes • Proven ability to handle confidential information appropriately 	<ul style="list-style-type: none"> • Experience of Oxford University (Department or College) • Experience of managing financial or other resources • Experience of leading a small- or medium-sized team • Proven success in project management
Skills	<ul style="list-style-type: none"> • Excellent organisational and analytical skills • Ability to prioritise, meet deadlines and remain calm under pressure • Excellent communication and interpersonal skills, including the ability to communicate effectively, and to relate to people at all levels of an organisation 	<ul style="list-style-type: none"> • Demonstrable experience of working with detailed procedures, and in preparing clear policy documents • Track record working successfully as part of a team, including motivating others to work collectively

Job Description – Graduate and Academic Administrator

Title of post: Graduate and Academic Administrator

Reporting to: Senior Tutor

Role: Responsible for graduate admissions and graduates on course; efficient running of the College Academic Office in respect of graduates, grants and academic appointments; administering student grants and academic financial support; servicing Academic Committee and responsible for administration for academic appointments.

Working with – Undergraduate and Tutorial Administrator, Undergraduate Admissions Officer and Assistant Administrator, other staff in the Academic Office, Fellows and Lecturers, other College staff, University-wide staff and academics

Line Management responsibility – junior or hourly-paid staff within the Academic Office

1) Graduate Administrator Role

(i) Graduate Admissions

- Set up and maintain internal systems; log and process applications at all stages; draft offer letters on behalf of Senior Tutor; check and log financial guarantees; support organisation of scholarships and awards.
- Maintain contact with graduates offered a place throughout the process and until their arrival at Trinity; answer questions; follow up with other college departments (accommodation, bursary etc).
- Prepare and release materials for electronic packs for graduate freshers.
- Evaluate and update current publicity materials e.g. presentations, prospectus contents.
- Respond to enquiries by phone/e-mail relating to postgraduate admissions, or other general information.
- Update and create appropriate sections of the College website.
- Attend meetings on behalf of Trinity College relating to postgraduate admissions.
- Provide information on graduate admissions to other members of the College as requested.

(ii) Graduates on course

- Act as first point of contact and advice for graduates on course; check and sign graduate progression forms on behalf of Senior Tutor. Manage GSR (reporting system) and liaise with College Advisers.
- Responsible for administration of graduate examinations, including communication with Proctors' office.
- Organise graduate freshers' inductions and meetings at start of Michaelmas Term.
- Check graduate reports termly on behalf of Senior Tutor; organise Graduate Collections jointly with President's office.
- Process annual recommendations for graduate scholarships, prizes and awards.

- Organise dinners for graduate freshers, graduates and supervisors and graduate leavers; organise annual lunch for graduates and advisers.

2) Academic Administrator Role

(i) Academic Office

- Responsible for day-to-day efficient running of College Academic Office in respect of graduates, grants and academic appointments, including liaison with the Undergraduate and Tutorial Administrator.
- Line-management of junior and part-time staff in the office.
- Ensure, in liaison with the Senior Tutor and the Undergraduate and Tutorial Administrator, that the Academic Office staff holidays are arranged so that the office is adequately staffed at all times except Christmas closure.
- Lead on graduate student on-course administration within the College, including: gaining in-depth knowledge of University policies, procedures, legislation, and the Examination Regulations, and providing advice to students and tutors, as required by the Senior Tutor.
- Able to deputise for key aspects of the Undergraduate and Tutorial Administrator's post (e.g. organising collections and university examinations, running OxCort) if needed.

(ii) College Registrar

- As the College's Registrar for graduates, review and maintain administration of student records within the College to ensure compliance with College and University procedures and adherence to data protection legislation.
- College custodian for OSS/SITS; issue University cards.
- Co-ordinate the answering of Freedom of Information requests relating to information held by the College Office.
- Organise matriculation for Trinity students.

(iii) Administration of Student Grants and Academic Financial Support

- Act as Secretary to Grants Committee: ensure website up to date with details of grants available; issue call for applications, advise on queries; prepare agenda; take minutes; action decisions.
- In consultation with Senior Tutor and Bursary, evaluate and update current information on student funding and hardship (at College, University and national levels).
- Summarise University policy documents on these areas for Senior Tutor as required.

(iv) Servicing Academic Committee, and Administration of Academic Appointments

- Act as Secretary to Academic Committee: prepare agenda and papers; take minutes; action decisions.
- Summarise University academic policy documents for Senior Tutor, as required.
- Administer all academic appointments: draft adverts and FPs for Senior Tutor to approve; post advertisements; receive applications and answer queries; organise interviews and issue letters after interviews; draft contracts for Senior Tutor, and hand over files to Undergraduate and Tutorial Administrator then to process the appointment.
- Responsible for Fellows' and Lecturers' pages on college website: keep lists of academics up to date; create entries for new appointments and update pages of existing academics. Keep log of Fellows' and Lecturers' publications and research activities, arranging for them to be posted on the website / under College News.

(v) Other Duties

- Respond to general enquiries to the Academic Office and / or, if required, to the Senior Tutor, via email, telephone, letter or in person.
- Work with the Undergraduate and Tutorial Administrator to support all undergraduate and graduate examinations.
- Provide support, as required, during the period of undergraduate admissions in late November / December.
- Such other tasks as may reasonably be requested by the Senior Tutor within the scope of the post.