## JOB DESCRIPTION

### Job title:
Deanery Administrator (full-time)

### Department:
Deanery

### Job purpose:
Work as part of a team to the Dean and his deputies in providing an optimally efficient graduate-tutorial system and liaise on his behalf when necessary with College members, other staff, the student body, the University and other external organisations.

### Specific duties:

#### General Duties:
- Work as a member of the Deanery secretarial team.
- Provide confidential secretarial and office support to the Dean, Deputy and Associate Deans, Graduate Tutors.
- Provide oversight and administrative support relating to admissions, matriculations, examinations and graduations, including production of letters and other documents, administration of forms and reports, processing internal and external mail, maintenance of manual and computer-based student records for College and University, organization of meetings, and circulation of papers.
- Establish and maintain effective working relationships with other college departments, in particular (on budgetary, student accounting, and personnel matters) with the Bursary, the College Accountant and College Alumni Office.
- Establish and maintain good working relationships with students and Fellows.
- Liaise with University departments (eg, Graduate Admissions/Student Registry) and faculties on graduate matters as required.

#### Specific Duties:
- With other Deanery staff, carry out normal administrative and secretarial office tasks as necessary, including:
  - Prepare and supervise the Tier4 visa process. Constantly review CamSIS for information/up-dates and amend all records.
  - Prepare files for new admissions and log details on to the database.
  - Type letters covering general correspondence, admissions and certification
  - Prepare work for the Praelector involving submission and approval for degrees
  - Make appointments (both internal and external), set up meetings, co-ordinate programmes, and produce briefing material for circulation.
  - Deal with personal student enquiries.
  - Receive and log student supervision reports.
  - Control, in association with The Dean, and administer, authorization and certification of supervision payments.
  - Co-ordinate specific student events (eg, Degree Congregations and Lunchees) as required, and support other College departments in mounting such events successfully.
  - Fulfil such other duties as are identified and agreed with the Dean, particularly in terms of the continuing evolution of the post.
# JOB DESCRIPTION

## Works with:
- The Dean and his Deputies
- Graduate Tutors
- Office Manager / other Deanery Administrator
- Other College departments, especially the Bursary and the Alumni Office.
- Other University departments, especially the Student Registry/Graduate Admissions Office.
- The College student population.

## Responsible for:
- N/A

## Responsible to:
- Mrs Karen Knight, Deanery Office Manager (in the first instance)
- Dr Duncan Needham, Dean
- Mr Matthew Edwards, Domestic Bursar (employment)

## Pay Grade:
- Grade 4 (DC19 – 31)

## Working hours:
- 9am – 5pm (Monday – Friday)
- Some Saturday working to cover Graduation (5-7 events per year)

## Desirable

### Qualifications:
- GCSE/Vlth Form/Degree

### Experience:
- Administrative/secretarial
- Previous College or University employment

### Skills:
- Use of MS Office/excel, web-page editing & social media
- Keyboard (touch typist)
- Top-quality oral and written skills
- Good rapport with people, approachability
- Attention to detail
- Adaptability and time management

### Special requirements:
- CamSIS (University programme)
The job description is non-contractual

Reviewed by Head of Department:
Signature:
Name: Mrs Karen Knight
Date: 22.11.2017

Seen by Domestic Bursar:
Date: