



Job Description

Job Title: Academic Services Administrator

Accountable To: Undergraduate Studies Officer

Job Purpose

The Academic Services Administrator will be responsible for implementing various aspects of on-course student administration and processes relating to the recruitment of academic staff. The Academic Services Administrator reports to the Undergraduate Studies Officer, and supports the work of the Undergraduate Studies Officer and the Graduate Studies Officer on student matters, and the Academic Registrar on matters relating to the recruitment of academic staff.

Main duties and Responsibilities

Undergraduate Administration

- *Start-of-Term Collections:* Responsibility for all aspects of planning, administering and executing start-of-term collections (college exams). This will include drawing up detailed schedules, liaising with subject tutors, collecting exam results and providing timely management information to the Senior Tutor and the Master, training invigilators and supervising collections on 3 Fridays and 3 Saturday mornings a year. This will also include liaising with colleagues in the College and the University on developing practice in the administration of exams.
- *Master's Collections:* Organising Master's Collections (student academic review meetings) for undergraduate students, including providing 12-month plans in consultation with the Master, liaising with the Master's Executive PA and Senior Tutor regarding dates, drawing up timetables, confirming schedules with academic staff and students, providing detailed management information to the Master and Senior Tutor.
- *TMS:* Assisting the Undergraduate Studies Officer with processing tuition reports from TMS, the University's online reporting and payment system.
- *Examinations:* Preparing reports on examination results for the Master, Senior Tutor and Undergraduate Studies Officer; preparing information to enable the Senior Tutor and Tutors to make recommendations about scholarships and other academic awards.
- *Scholarships:* Implementing the College's policy on the award of scholarships, exhibitions and prizes, maintaining careful records for both internal and external prizes; organising the scholars' dinner/drinks reception.
- *Providing data* on degree and examination results, prizes and awards to the Communications Officer for the College Record and providing data as needed to other offices (such as leavers data).
- *Grants:* Managing the Academic Office's undergraduate academic travel, conference and training grants; obtaining and processing reports from award holders.

- *Student Data and Databases*: Maintaining the College's student database, including linking information from the University's SITS: eVision system and adding local data.
- *Student Feedback*: Managing regular student feedback exercises, including post-finals questionnaires and teaching evaluations.
- *Student Visas*: monitoring student visa holders in compliance with the University's policy on student immigration and legal requirements.
- *New Students*: Registration of new students and supporting aspects of 'Welcome Week' for undergraduate and graduate students.
- *General undergraduate business*: Preparing transcripts and visa letters; maintaining student files in compliance with data protection legislation. Assisting with completing and uploading information for the Central University such as forms for suspensions and exam entries.

Academic Recruitment Exercises

- Supporting the Academic Registrar in academic recruitment exercises, including processing application forms and references, maintaining candidate data, producing template letters, creating personnel files and carrying out right-to-work checks. Identifying who needs these checks from TMS, MedSci and other systems in addition to those notified directly from tutors. Sending returns to the Conference of Colleges database team for these and to the immigration teams for visa holders. Carrying out any other right-to-work checks as needed (such as for undergraduate helpers or exam invigilators) or advising others on when these are needed.
- Maintaining the College Academic Staff Database.

Other

- Running the front of house operation in a welcoming and competent manner. This will include offering a range of services to Fellows and a first line of support to students.
- Responsibility for stationery supplies, general organisation of the office environment, maintaining the College academic notice boards.
- Checking and updating the College website as required.
- Supporting the Graduate Studies Officer on occasional matters relating to the administration of graduate business.
- Providing cover for other members of Academic Office staff as required, e.g., owing to staff leave.

Any other duties in related areas as the Undergraduate Studies Officer or the Senior Tutor may reasonably expect.

Person Specification

Essential Qualifications, Skills and Experience

- Educated to degree level or equivalent;
- Strong organisational skills and ability to manage a diverse workload;
- A high level of attention to detail and accuracy;
- The capacity to work to deadlines and under time pressure;
- The ability to work without supervision and, where necessary, to being pro-active and taking initiative;
- Excellent interpersonal skills and the ability to communicate confidently, effectively and diplomatically with internal and external contacts;
- A high standard of written and spoken English to enable drafting of correspondence, documentation, briefs and reports;
- Understanding of national and University-wide access initiatives;
- The ability to work independently and flexibly as a member of a small team;
- The ability to use the full range of Microsoft Office applications, in particular Outlook, Word and Excel.

Desirable

- Proven experience in a similar role (especially for an Oxbridge college) highly desirable;
- Experience/knowledge of working in a university and/or college environment, or a comparable organization;
- Experience of events organization;
- Knowledge of relevant legislation, including Safeguarding and Data Protection.