



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Scholarships & International Administrator

July 2024



Requirement

St John's College wishes to appoint a Scholarships & International Administrator to the Education Department. This role sits within both the Senior Tutor's Office and the Scholarships & International Office – providing administrative support to both areas.

About the College

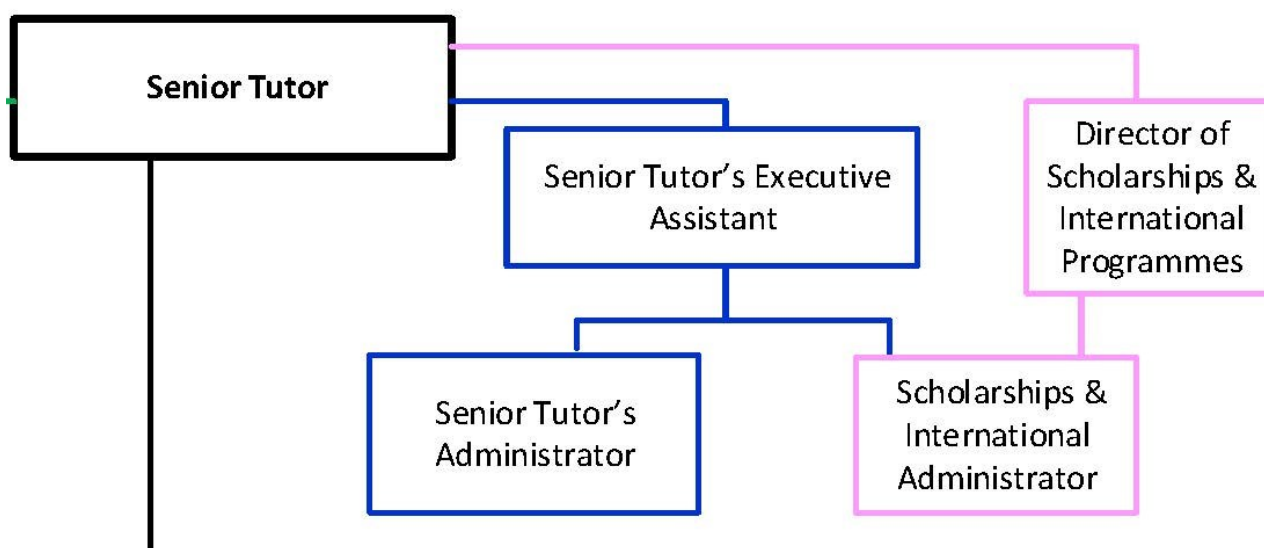
For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to academic freedom, excellence, and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship, and we aspire to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place with a cheerful and optimistic spirit. The College is held in deep affection by its members, who include around 150 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13000 alumni worldwide, and by our 250 staff. We cherish the diversity of experience, culture, and perspective each member of the College contributes to our community, and the way this enriches our learning and our lives.

As one of the biggest colleges in the University, St John's offers our students countless opportunities to expand their horizons intellectually and personally. At the heart of this is excellent teaching in a supportive learning environment. This focus, and our commitment to creating an exceptional and distinctively Johnian collegiate experience, helps us to attract the brightest minds as undergraduates, postgraduates and Fellows, and makes it easier for each of them to realise their academic ambitions here.

Further information on the College can be found on the College website www.joh.cam.ac.uk

Senior Tutor's Department Organisational Chart



Job Purpose

To provide a full, comprehensive and high-level administrative function for student financial support, undergraduate scholarships and international programmes. To successfully manage and maintain all operations and activities through a broad variety of administrative tasks.

Responsible to: To the Director of Scholarships & International Programmes, and to the Senior Tutor's Executive Assistant.

Principal Responsibilities

Administration of the Undergraduate Scholarships Programme

The Undergraduate Scholarships Programme includes scholarships, bursaries and awards, as well as summer funding and other opportunities for students.

- Working closely with the Director of Scholarships & International Programmes, the Senior Tutor and the Senior Tutor's Executive Assistant to ensure a complete understanding of the administrative needs and requirements of the Undergraduate Scholarships Programme.
- Managing the workload of the Undergraduate Scholarships Programme to ensure that all aims and deadlines are met.
- Ensuring that processes are continually monitored and updated to ensure efficiency and to meet changing needs. Identifying any recommendations for process improvements.
- Acting as budget administrator for the Scholarships and International budget.
- Managing and maintaining a data set which monitors all fund income and outgoings/usage for all parts of the Undergraduate Scholarships Programme.
- Managing the calculations and processes required in the assigning/awarding of scholarships and awards. Ensuring accuracy for all awards, and appropriate payment methods, schedules and dates.
- Communicating with all recipients of undergraduate scholarships and awards and answering all queries. Producing scholarship/award letters and schedules.
- Working with others in the Department to ensure that correct student data and processes are followed in the allocation and awarding of scholarships and awards.
- Interacting with the Cambridge Trust, Cambridge Bursary Scheme and other bodies as appropriate in the management and processes of undergraduate scholarships and awards.
- Developing and maintaining a database of standard documents, letters and forms to be used in connection with the Undergraduate Scholarships Programme.
- Processing all undergraduate payments in relation to scholarships and awards as appropriate and keeping an accurate record/data set of all payments made.

Student Financial Shortfall Assistance (formerly Hardship) support

- Overseeing the process of financial shortfall assistance support to students and making proposals for improvement when appropriate.
- Putting forward recommendations to the Senior Tutor and to the Undergraduate Funding Committee (UFC) in relation to the College's definition of 'financial shortfall' and ensuring that this is updated annually based on University maintenance rates, or whenever necessary.
- Collecting information about other sources of financial shortfall assistance support available at the University and making information available for Tutors and colleagues in the Education Department.

- Making an initial assessment of all applications submitted to College for financial shortfall assistance support in a consistent manner.
- Keeping comprehensive records all applications, according to data protection legislation.
- Producing reports about the financial shortfall assistance support in College and presenting the data to relevant College Committees.

Administration of the Exchange Programmes

- Working with other Institutions for all existing and/or new Exchange Programmes.
- Liaising with the partner Institutions to arrange the logistics of all exchanges, both for the outgoing and for the visiting students.
- Making sure that academic agreements are in place and prepare the documents for renewal, if necessary.
- Reviewing the information on the webpages to ensure that it is accurate and clear.
- Orchestrating the application and selection process for all exchange programmes organised by the College.
- Preparing up-to-date information sheets for the nominated St John's students and up-to-date policy notes for all Exchange Programmes.
- Liaising with Student Services to implement all exchange programmes and resolve any issues that may arise.
- Liaising with Finance Office if visiting students are exempt from tuition fees.

Administration of Scholarship Committee Meetings and Events

- Member of the Undergraduate Funding Committee (UFC) and secretary to all other scholarships, awards and opportunities committees/selection panels, as required.
- Preparing papers and writing content for committee agendas.
- Organising all meetings and taking full and comprehensive notes.
- Managing the outcomes of committee minutes by ensuring that action is taken on decisions and directions of the committees, and where appropriate initiating chase-up action.
- Ensuring the correct handling of confidential information in the content of committee meetings.
- Meeting undergraduate students as appropriate in relation to their scholarships.
- Collating and writing content for reports for scholarship students as required.
- Managing and planning all events and reunions in relation to undergraduate scholarships, co-ordinating all processes, attendees and content as required.
- Planning and co-ordinating all activities and processes required for interviews in relation to the awarding of scholarships and awards. Working directly with interview panels and candidates to ensure smooth running and effective processes with regard to applications, interviews and outcomes at all stages.

Outreach, Recruitment, Promotion & Research

- Providing administrative support to the Director of Scholarships & International Programmes in planning an active programme of outreach and recruitment activities.
- Organising school visits, presentations, seminars as well as attendance at events, conferences and summits, both nationally and internationally. Scheduling meetings and helping with travel arrangements.

- Building links with UK and International schools.
- Developing and maintaining a comprehensive and up-to-date database of all UK, EU and international contacts.
- Collaborating closely with the Admissions Office to ensure that activities in the context of the Admissions strategy and Widening Participation ambitions are aligned.
- Managing and maintaining a successful and comprehensive scheme of promotion for the Undergraduate Scholarships Programme.
- Designing the most appropriate methods of promotion in consultation with the Communications Office as needed and appropriate. Promotional activities should be re-assessed annually in consideration of cost and effectiveness.
- Writing and developing content for webpages and the College website.
- Designing and providing content for documents, posters, leaflets and brochures as required, in both paper and electronic formats. Managing and developing the use of online marketing such as google and newspapers and evaluating their effectiveness by using corresponding reporting tools such as google analytics.
- Making recommendations for promotional activities and providing full and appropriate costings for these activities, to be put forward for approval.
- Actively taking part in the development of discussions and proposals both internally with DoSs, Tutors and Fellows and externally with current or prospective partners, feeder schools, visitors and guests.

Reporting & Recommendations:

- Preparing reports on the financial input and output of the Undergraduate Scholarships Programme.
- Ensuring up to date factsheets and summaries are available on all funds as part of the Undergraduate Scholarships Programme. This includes static data and dynamic data.
- Producing statistics, reports and presentations as required on behalf of the Undergraduate Scholarships Programme.
- On occasion, giving internal presentations within College as appropriate, this will include to the Department, DoSs, Tutors, and Fellows and at Education Forums.
- Researching current undergraduate funding programmes within the University and at other institutions and researching the general area of undergraduate funding and expenditure, to write and provide potential recommendations for activities for the Undergraduate Scholarships Programme.
- Reviewing the Undergraduate Scholarships Programme's activities annually to ensure that the scholarships and awards given are appropriate and effective. Making recommendations as appropriate for potential increases, changes and new activities.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Director of Scholarships & International Programmes, the Senior Tutor or the Senior Tutor's Executive Assistant.

Decision-making:

- Decides on the appropriate allocation of scholarships and awards within given policy.
- Decides on the appropriate format and content for data analyses, reports and documents written.
- Researches, analyses, develops and presents information.
- Active part of both the Scholarships & International Office team and the Senior Tutor's Office team, giving suggestions for improvements to policies/procedures.

Resources Supported / Facts and Figures:

- High-level administrative role in running the Undergraduate Scholarships and International Programmes.
- Manages and administrates the Scholarships and International Programmes budget.
- Manages complete and accurate accounts of all awards and payments within the Undergraduate Scholarships Programme.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience	<ul style="list-style-type: none">• Educated to at least degree level, or with equivalent experience.• Significant previous administrative experience essential, with experience in the University sector desirable.• Strong IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and Adobe Acrobat Pro. Constant use of the aforementioned programmes and in addition; CamSIS, CamCORS, SharePoint, and other analytic and College bespoke software.• Must have strong literacy and numeracy skills to give the required support as Scholarships & International Administrator.• Advanced knowledge and capabilities working with Excel i.e. using mathematical formulae, statistical analysis and producing/using macros would be desirable. Training could be provided however for candidates without this wider experience.
Skills, Abilities and Competencies	<ul style="list-style-type: none">• Excellent numeracy, accuracy and attention to detail. As well as excellent communication skills, both written and verbal.• Analytical mind with logical approach to problem solving.• High degree of flexibility to respond to highly fluid and open-ended tasks.• The ability to demonstrate strong initiative and must be able to work on his/her own initiative and judgement.• Must be able to prioritise workloads in order to meet deadlines, whilst remaining calm.• The ability to deal appropriately with sensitive and private information and to operate in a highly confidential and professional manner.• Must be able to work well with others, within a small team, and with other teams across the Department and College.

Terms & Conditions

Post:	Scholarships and International Administrator
Length of post:	Permanent
Hours of work:	36.25 hours per week
Salary:	Between £33,587—37,449 p.a. (depending on experience) plus benefits
Location:	The role is based at St John's College in Cambridge

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

Read more about the benefits of working at [St John's](#).

The appointment will be subject to an initial probationary period of six months during which the position may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.



Recruitment Process

The deadline to apply is **12.00 noon** on **Wednesday 7 August 2024**. Interviews are expected to be held on **Friday 16 August 2024**.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- Details of two referees, one of whom should have detailed knowledge of your ability in regards to the requirement of the role
- A full and up to date c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

Registered charity number 1137428



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

