



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Academic Administrator (maternity cover)**

Requirement

St John's College wishes to appoint a 12.5 month fixed term Academic Administrator, to cover a period of maternity leave.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

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

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Job title:	Academic Administrator (maternity cover)
Department:	Director of Education & Senior Tutor's Department
Responsible to:	The Director of Education & Senior Tutor, but with a day-to-day liaison with assigned Directors of Studies and Tutors responsible for subjects within those assigned to the Academic Administrator
Job Purpose:	To provide a comprehensive and high-quality administrative service to the Directors of Studies, Tutors and wider teaching community in the assigned subjects, providing support and advice that is efficient, effective and reliable.

Principal Responsibilities and Duties

Subject content and knowledge

Work closely with the Directors of Studies, Tutors, Teaching Fellows and other academic staff in the assigned subjects, to develop a comprehensive understanding of the subjects and the needs and requirements of those working within them.

Use this understanding to develop approaches, processes and systems that meet these administrative requirements of the subjects.

Build and maintain a full understanding of the University-related aspects of the assigned subjects including University course content and syllabus, and departmental and school requirements.

At the College level, build and maintain an in-depth knowledge of all aspects of the assigned subjects including teaching, staffing, admissions and results.

Ensure that changes within subjects and curricula, or requests made by Directors of Studies, are fully shared throughout the College teaching community for the assigned subjects, and with students as required.

Reporting and analysis

Develop reports to monitor the assigned subjects including teaching, results and other statistics.

Manage the production of, and write content for, reports, presentations and papers for periodic subject review meetings, Tutors meetings, College Council meetings and other meetings as required.

Use analytic skills to aid Directors of Studies and Tutors when analysis is required to develop content of academic documents.

Manage the preparation of data and reports for the Director of Education & Senior Tutor in relation to the Academic Administrator's assigned subjects and broader policy issues shaping the delivery of admissions, education and student well-being at St John's College.

Prepare and make presentations to Directors of Studies, Tutors, Fellows and staff on the assigned subjects. Research and provide ideas and solutions to issues identified.

Administrative infrastructure and processes

Develop and maintain a database of standard documents, letters and forms relating to the assigned subjects.

Send out notices, invitations, reminders and general email correspondence as appropriate.

Take the initiative to design and develop effective and efficient processes for the assigned subjects, monitor their success and update as appropriate to reflect changing needs.

Deal with all correspondence, phone calls, emails and in-person requests relating to the assigned subjects, redirecting relevant queries to Student Services.

Maintain comprehensive teaching and other statistics in relation to the assigned subjects.

Arrange meetings and draft minutes of meetings, for Tutors and Directors of Studies in the assigned subjects.

Recruitment and induction

Aid in the recruitment of Teaching Fellows and other academic staff in the assigned subjects, as requested in processes headed by the Director of Education & Senior Tutor's Office.

Assist in the induction of new Tutors, Directors of Studies, teaching Fellows and other academic staff in the assigned subjects through briefings and other assistance.

Provide support to the annual Title A Research Fellowship competition in relation to the assigned subjects.

Assist in long-term planning of staffing of the assigned subjects.

Student Admissions

Work with Directors of Studies and colleagues in the Undergraduate Admissions & Outreach Office to ensure that a full programme of widening participation events is planned in assigned subjects.

Provide full support to interviewers (including Directors of Studies and Tutors) in the assigned subjects, to ensure effective and efficient running of the Admissions process up until the point students become offer holders.

Design and implement effective administrative processes that meet the needs of interviewers for administrative support throughout the Admissions Round, including the preparation and production of documentation for interviewers.

Manage and implement an accurate and well organised admissions interview timetable for all interviewers in the assigned subjects, ensuring this is in draft form by July prior to the Admissions Round.

Ensure that all information held in support of interviewers in the assigned subjects is accurate and up to date.

Manage and implement the sending of all invitation letters and offer letters to candidates and manage all processes related to the production, and signing-off, of accurate decision lists on behalf of interviewers. Attend decision meetings as required.

Student oversight and support

Assist the teaching staff in the monitoring of students, including collation and analysis of data.

Oversee the maintenance of records/information on junior members as appropriate.

Write and provide content for all administrative documents, files and related items concerning students, as required by the teaching staff, including letters, academic references, job references and reports.

Prepare and provide content, in consultation with Directors of Studies and Tutors, for papers for all student related cases to be heard at Tutors' Meetings, including financial support, intermissions, subject transfers and other matters.

Manage all processes related to applications made to the University on behalf of Directors of Studies and Tutors for the assigned subjects, which includes applications to the Applications Committee or Board of Examinations.

Work with the Student Services team to manage the Orientation Week programme in relation to provision for involvement of Directors of Studies and Tutors in the assigned subjects.

Work with Student Services to ensure the most appropriate assignment of responsibilities and tasks between the Academic Administrator and Student Services teams and ensure that good lines of communication and dialogue are maintained at all times.

Communications and events

Keep Directors of Studies, Tutors and the wider teaching community for the assigned subjects aware of relevant decisions of the College Council and other College committees and the relevant University Schools, Departments and Faculties.

Manage and provide content and implement all processes to communicate information to students, including subject and admissions pages on the College website.

Manage the timetabling, implementation and maintenance of a yearly schedule/programme of meetings and events for Directors of Studies, Tutors and wider teaching community for the assigned subjects. This includes subject committees, supervision times, student meetings, drinks receptions and dinner invitations.

Academic Administrators

Work with the other Academic Administrators as part of a team in support of all subjects, which also serves as a contact point for other departments with queries related to the work of Directors of Studies and Tutors.

Proactively engage with the Academic Administrators covering other subjects, to ensure that common approaches and standards are adopted and maintained, and that exchanges on best practice take place regularly.

In conjunction with the other Academic Administrators, develop and maintain an Academic Administrators Policy Procedures.

Provide cover for expected or unexpected absence of other Academic Administrators.

Attend regular meetings to ensure effective communication within the administrative part of the Director of Education & Senior Tutor's Department, including team meetings with the Director of Education & Senior Tutor, meetings between Academic Administrators and Admissions Staff, and Department-wide meetings.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

Resources Managed / Facts and Figures:

The subjects managed will include Computer Science, History, History & Modern Languages, History & Politics, Law, Linguistics, Mathematics and Modern & Medieval Languages (MML).

Student numbers: The number of undergraduate students in the assigned subjects is likely to be c. 190.

Staff numbers are currently: 3 Tutors, 9 Main Directors of Studies, 7 Sub-Directors of Studies and other academic staff in the assigned subjects. Please note that this may be adjusted.

Software: Constant use of Word; Excel; Outlook; Access; Adobe Acrobat Pro; CamSIS; CamTools; CamCORS and other analytic and College bespoke software.

Decision-making:

Decide on the appropriate prioritisation and management of his/her work with other Academic Administrators.

Act on behalf of Directors of Studies and Tutor where appropriate or as instructed.

Take full initiative to respond to the needs and requirements of individual Directors of Studies, Tutors and the wider teaching community for the assigned subjects.

Use knowledge of the specific subjects to ensure that appropriate support is given and maintained.

Continually assess the changing needs of the assigned subject courses and of the Directors of Studies, Tutors and the wider teaching community in the assigned subjects to ensure processes are up to date, relevant and effective.

Be an active member of the team giving suggestions for improvements to policies/procedures.

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:

Educated to degree level, or with equivalent experience.

Significant previous administrative experience, with experience in the University sector, and in managing change, desirable.

Strong IT skills, including Microsoft Word, Excel, Powerpoint, Outlook, Access, Adobe Acrobat Pro.

Skills, Abilities and Competencies:

Strong self-management skills with regard to workload.

Excellent communication skills, both written and verbal, as the post involves liaising and dealing with a wide spectrum of people including the Director of Education & Senior Tutor, Directors of Studies, Tutors, Fellows, College staff and students.

The ability to work as part of the team of Academic Administrators and maintain effective working relationships with Directors of Studies and Tutors and colleagues across the Director of Education & Senior Tutor's Department.

Strong literacy and numeracy skills. Ability to analyse and present data accurately and clearly.

Well-developed, proven, organisational skills.

High degree of flexibility to respond to highly fluid and open-ended tasks.

The ability to demonstrate strong initiative and ability 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.

Terms and Conditions

Length of post:	Fixed term – 12.5 months
Salary:	The salary for the post will be between £33,135 - £38,414 p.a. (depending on experience) plus benefits
Hours of work:	36.25 per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory 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)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

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

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full 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

to arrive no later than **9.00 am** on **Tuesday 30 July 2019**. Interviews are expected to be held week commencing 12 August 2019. The post is scheduled to start from **mid-September 2019**.

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.