



MAGDALENE COLLEGE
CAMBRIDGE



Undergraduate Tutorial Officer – Fixed Term

Candidate Information Pack

April 2024

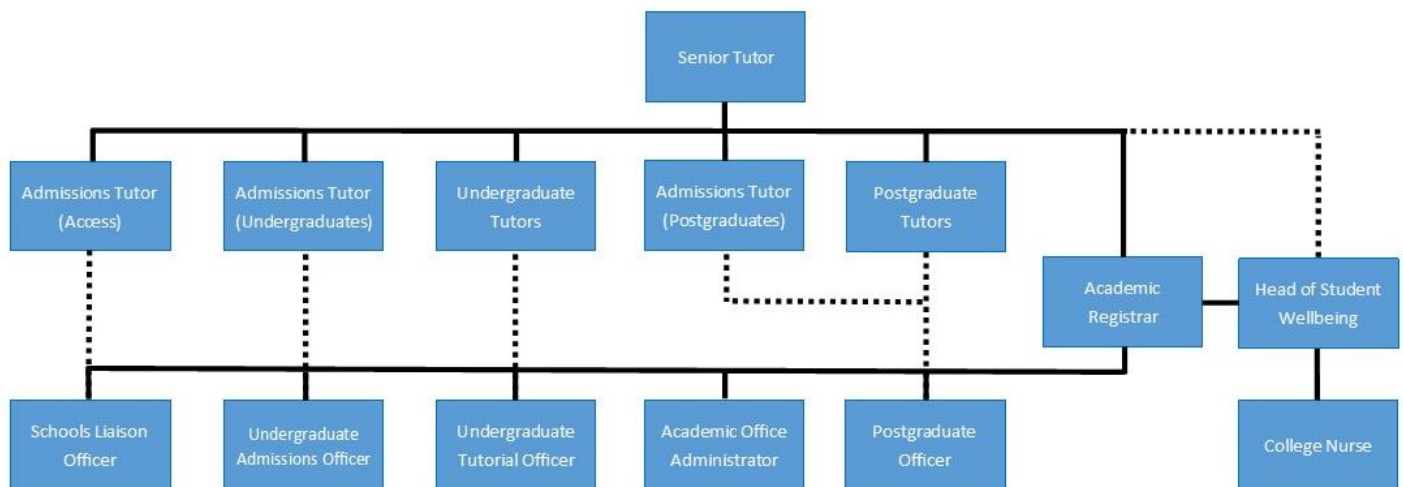
About us

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

Further information is available from the College's website <http://www.magd.cam.ac.uk/>

Department information

The Academic Office deals with student academic matters and is responsible for all enquiries about undergraduate and postgraduate studies, and admissions.



Role Summary

The Undergraduate Tutorial Officer is responsible for providing professional administrative support for the academic activities of undergraduate students.

Responsible to: Academic Registrar

Job Description

Main Duties and Responsibilities

Undergraduate Intake

- Responsible for the administrative preparation for matriculation and other academic student administration; arranging Master's address, matriculation photo, matriculation dinner, student information packs, meetings and logistics.
- Work with the Academic Registrar and Postgraduate Officer to prepare the Fresher's week timetable, freshers pack, and information for new students.

Exams

- Administer and be responsible for all arrangements in connection with College undergraduate examinations, preparation and logistics of the in-College timetable, recruitment, supervision, organisation and payment of invigilators for both Collections and University exams.
- Administer examination entries and exam access arrangements for all undergraduate students, including liaison with the Student Registry and Directors of Studies to ensure entries are submitted before deadline dates.
- Maintaining a current knowledge of the University examinations regulations.
- Working with the Academic Registrar to produce the Results Report.

General Admission

- Administer and be responsible for all the arrangements for General Admission, including booking the Graduation Photograph, ticket arrangements, liaising with the Praelector, other College Officers and Heads of Departments as necessary.
- Production of the suppicat list.

Student Support

- Act as first point of contact for all queries on tutorial matters.
- Be responsible for producing academic transcripts for students as requested.
- To provide ad hoc letters for students (bank letters, proof of studentship).

Student Records & Status

- Prepare student DoS timetables at the beginning of each term.
- Maintain and update CamSIS, CamCORS and other relevant databases of all student details, including tracking exam entries and results, degrees, Tutors, Directors of Studies, course codes, supervisors, scholarships, nationality, etc.
- Maintain and oversee CamCORS processes, payments, supervisor training and report management.
- Maintaining both hardcopy and digital student files and ensuring their integrity and security. Arrange timely archive of files for graduated students.
- Maintaining records of examination results and producing letters certifying degree results and transcripts.
- Maintain student lists, i.e. Chapel, Graduands, student's home and Cambridge addresses and examination lists.
- Maintain working knowledge of processes concerning current international student. Monitor and maintain student records on behalf of the international students office including termly academic monitoring and adherence to current visa guidelines.
- Send out and process student self-assessment forms to undergraduates for Michaelmas term, copies of which should be sent to both Tutors and Directors of Studies in time for end of term interviews.

- To manage the end of term exam appointments process. To work with Tutors and the Academic Registrar to identify students who have not completed the processes.

Student Visa Administration

- Monitor student visa-holders from arrival and throughout the course of study, including scanning of documentation, overseeing the timely compliance with the UK Visas and Immigration requirements, as advised by the International Student Team.
- Keep up to date with visa regulations, with guidance from the International Student Team.

Other

- Dealing with general enquiries.
- Providing accurate and timely information and guidelines to students, Tutors, Supervisors and others as appropriate.
- Assist in the updating of the College's website relating to undergraduate affairs and student handbooks and guides.
- Provide administrative support to the Tutors and Academic Registrar as required.
- Providing cover for other team members during busy periods or absence to help manage overall office workload.
- Other duties appropriate to the nature of the post as may be required.

Person Specification

The following criteria are appropriate to this post:

Qualifications:

1. Educated to A Level or equivalent
2. Undergraduate degree desirable

Experience and skills:

1. IT literate (including Microsoft Outlook, Word, Excel and maintaining databases)
2. To be proficient in database management. Experience with CamSIS, CamCORS, and Moodle would be desirable.
3. Strong administrative experience
4. Experience within a College or Cambridge University is desirable
5. Excellent communication skills, including spelling and grammar
6. Ability to maintain confidentiality of data
7. Ability to work on own initiative, well organised and able to cope with a varied workload
8. Excellent team player



Remuneration and Benefits

Remuneration

The annual salary is £32,066 - £34,131 depending on experience

Hours of Work

The hours of work are 36.25 hours per week although some flexibility on this may be possible. The post is fixed term until March 2025 to cover a period of parental leave. The post holder would ideally be able to start in July 2024. The College has a hybrid work policy which allows staff to work from home for part of the week.

Holidays

The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football astro pitches can be booked through St John's College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day which equates to over £1300 per year for those working in College 5 days a week

Family Friendly policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook.

Staff are eligible to use the Tax Free Childcare scheme recently introduced by the government to replace Childcare Vouchers

Probationary Period/Notice

There will be a three-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

How to Apply

Please download and complete both parts of the application form from <https://www.magd.cam.ac.uk/about/vacancies/non-academic>.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.
Closing date: 10th May 2024

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG





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