

FACULTY OF CLASSICS

UNDERGRADUATE ADMINISTRATOR - FULL TIME GRADE 3 POST

FURTHER PARTICULARS

The University of Cambridge

The University of Cambridge is one of the world's leading Universities, with an outstanding reputation for academic achievement and research.

Cambridge comprises 31 Colleges and more than 150 departments, faculties, schools and other institutions plus a central administration.

The Faculty of Classics is part of the School of Arts and Humanities. At present the Faculty's academic establishment comprises 33 Teaching Officers (Professors, Readers, University Senior Lecturers, University Lecturers, and Language Teaching Officers) whose primary teaching responsibilities are university lectures and classes and graduate supervision. Most hold College Fellowships. The role holder is part of a team of 14 support staff in the Faculty. There are also 9 people employed as Research Fellows and post-doctoral researchers on projects associated with the Faculty. The Faculty has about 280 undergraduates (36 being on the four-year course, the rest on the three-year) and 80 postgraduates (31 being MPhil students, the rest taking the PhD), as well as a substantial number of visiting students. Each year about 150 applications are received from prospective graduate students, and many more enquiries about the graduate courses, being a graduate visitor, funding opportunities, and so forth.

Post	Undergraduate Administrator
Summary of Role	<p>The role holder has a wide range of general administrative tasks to undertake to ensure the full functioning of the Faculty's undergraduate activities. The role holder's duties are in six main areas: Tripos administration, undergraduate recruitment and Access and Outreach work, Academic Visitors, Secretaryship of the Student-Staff Joint Committee, and general administration and Faculty reception.</p> <p><i>More detailed information is provided under the Role Description</i></p>
Location	Faculty of Classics
Terms and Conditions	
Salary	£18,185 - £20,972
Grade	3
Working pattern	Monday to Friday
Hours of work	36.5
Limit of tenure	None
Annual leave	36 days including Bank Holidays
Pension	Eligible for Cambridge University Assistants' Contributory Pension Scheme (CPS)
Miscellaneous	<p>Childcare schemes available</p> <p>Car parking available</p>

Closing date for applications	Friday 21 February 2014
Expected date for interview/selection	Wednesday 5 th March 2014 Interviewed candidates will be asked to perform a short administrative task on the day of their interview. They will also be given a short tour of the Faculty.
How to apply	To apply online for this vacancy, please click on https://hrsistemas.admin.cam.ac.uk/recruit-ui/pages/auth/login.xhtml This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

Health assessment

Once an offer of employment has been accepted, the successful candidate will be required to undergo a health assessment.

Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Information if you have a Disability

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation.

The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact, Jane Fisher-Hunt, who is responsible for recruitment to this position, on telephone: 01223 335193, by email on [ffj24@cam.ac.uk](mailto:fjf24@cam.ac.uk) or by post to The Faculty of Classics, University of Cambridge, Sidgwick Avenue, Cambridge CB3 9DA

For additional guidance and information, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.

Further Information

There is a range of information which you may find helpful on the University's website: www.cam.ac.uk/jobs/. This includes applying for posts, working at the University, living in Cambridge and details of current vacancies.

Role Description

Faculty / Department	Faculty of Classics	Role Code Number (if any)	JCN 2307
Position title	Undergraduate Administrator	Date of this revision (dd/mm/yyyy)	January 2014
Probation period	3 months	Grade (completed by Grading & Reward)	3

Dimensions of the role

Historically, Cambridge has long been a major centre for the study of the classical world. Today our Faculty is recognised internationally as one of the most dynamic departments of its kind, with an exceptionally distinguished record in teaching and research. Housed in a purpose-built Cast Gallery on the first floor of the Classics Faculty, the Museum of Classical Archaeology is one of the few surviving collections of plaster casts of Greek & Roman sculpture in the world.

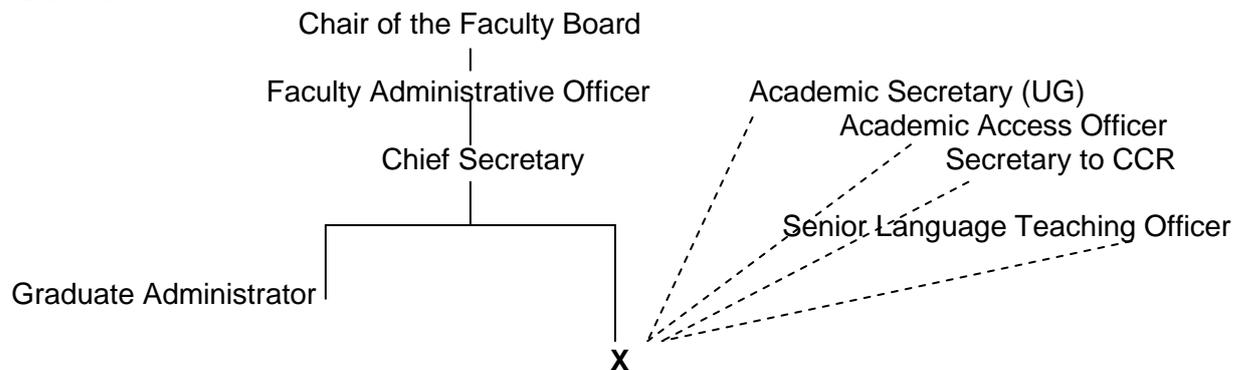
The Faculty of Classics is part of the School of Arts and Humanities. At present the Faculty's academic establishment comprises 33 Teaching Officers (Professors, Readers, USLs, ULs, and Language Teaching Officers) whose primary teaching responsibilities are university lectures and classes and graduate supervision. Most hold College Fellowships. The role holder is part of a team of 15 support staff in the Faculty. There are also 9 people employed as Research Fellows and post-doctoral researchers on projects associated with the Faculty. The Faculty has about 280 undergraduates (36 being on the four-year course, the rest on the three-year) and 80 postgraduates (31 being MPhil students, the rest taking the PhD), as well as a substantial number of visiting students.

The role holder is an essential member of the administrative team which assists administrative and teaching officers to ensure the efficient and harmonious running of the Faculty of Classics. The postholder has duties in six main areas:

- a. Tripos administration
- b. Undergraduate recruitment and Access and Outreach work
- c. Academic Visitors
- d. Secretaryship of the Staff-Student Joint Committee
- e. Event management
- f. General administration and Faculty reception

The role involves very considerable liaison with staff and students, and day to day interaction with them and visitors: a customer-focussed approach is essential.

Organisation chart



Line manager position reference number	40549A
--	--------

Pre-employment checks required

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role. The box below indicates the checks that are necessary for this particular role and whether or not it is essential for these checks to be completed before an employee starts work in this role. Any offer of employment will be conditional upon the satisfactory outcome of these checks and whether an outcome is satisfactory will be determined by the University.

To ensure that no assumptions are made please mark an 'X' under one column in each row.

	Yes – essential before start	Yes – not essential before start	No
Right to work in UK	X		
Criminal Records (standard)			X
Criminal Records (enhanced)			X
Occupational Health	X		
Security			X
NHS Honorary Contract Required			X
ISA: Regulated Activity			X
ISA: Controlled Activity			X

Role Purpose

The role-holder plays a key role in the administrative support of the teaching, study, research, and training activities of the teaching officers and undergraduate students of the Faculty of Classics as it functions within the undergraduate operations of the School and University. The Faculty has one of the largest and most successful undergraduate courses in Classics in the UK and in order to support and develop a lively and successful undergraduate community it is essential to have a dedicated member of staff to perform this role. The post-holder plays a key role in the Faculty's administration, taking the lead in many Tripos student-related matters, including undergraduate admissions work.

Tripos administration – the postholder takes the lead in many Tripos student-related matters and helps to ensure the smooth running of the Tripos examinations and helps to service the Tripos Exam Boards. The postholder provides general support and advice to students and academic members of staff on all these matters.

Undergraduate recruitment and Access and Outreach work – the postholder carries out administrative tasks in these areas and provides support to the Faculty's Directors of Studies concerning UG admissions, and to the Academic Access Officer. The post holder co-ordinates recruitment publicity, open days and communication with potential students, as well as the Faculty-based elements of undergraduate recruitment; the postholder also assists with administration of the Faculty's triennial Greek play.

Academic Visitors - the postholder is the key administrator involved with academic visitors to the Faculty, whether students or senior members, and takes the lead for the Faculty on Points Based Immigration matters relating to such visitors.

Secretaryship of the Staff-Student Joint Committee – the postholder attends all meetings, drafts minutes and agendas and ensures that actions are taken.

Event management – the postholder helps with and on occasion leads on Faculty events such as Open Days, lectures and seminars, careers workshops, conferences and receptions (off-site on occasion).

General administration and Faculty reception – the postholder is one of the two permanent members of the Enquiries Office team (the other being the full-time Grade 4 Graduate Administrator), who perform vital front-of-house and general office duties, including updating of the programmes sections of the Faculty website, foyer screen and CAMTOOLS sites. The postholder will also administer the elections of Student Faculty Representatives and will help service other Faculty committees. The post holder deals daily with enquiries from students, members of academic and administrative staff, both by email and in person. The post holder also provides administrative support to the Academic Secretary (Undergraduate), the Academic Access Officer, and the Secretary of the College Classical Representatives: the postholder also assists the Chief Secretary.

Main Responsibilities

	Key duties and responsibilities	% time spent/ frequency
	Insert heading against a number for each duty completed	
1	Tripos administration Assist the Academic Secretary (Undergraduate) with the preparation of the Lecture List. Assist with the administration of all Tripos examinations (question paper copying, collation and distribution of coursework, mark collation and servicing of Examination boards). Assist as necessary with production, copying and circulating of various circulars, letters and Faculty publications such as the Undergraduate Handbook. Help with organisation of centrally-run supervisions.	20%
2	Undergraduate recruitment and Access & Outreach work Maintain databases on students (e.g. tracking students through admissions, subject option selection etc. and produces consolidated lists) and circulate follow up correspondence e.g. to upcoming students and DoS after A level results.	20%

	Responsible for mailing Faculty prospectus to enquirers. Assist as necessary in preparation for conferences (e.g. VI Form Conference, VI Form Study Day, Teachers' Colloquium) including coordinating publicity, copying and collating information packs, communication with potential students, making bookings and arranging refreshments. Provide administrative support for the triennial Greek Play	
3	Academic Visitors	20%
	Administers the staff and student visitor programmes to the Faculty, dealing with all enquiries and processing applications, including Points Based Immigration and other visa matters. Maintain database of visitors in the various categories, and the related section on the Faculty website.	
4	Secretaryship of the Staff-Student Joint Committee	5%
	As Secretary of the Student-Staff Joint Committee, attend all meetings, draft minutes and agendas and ensure that actions are taken	
5	Event Management	10%
	Help with and on occasion lead on Faculty events such as Open Days, lectures and seminars, careers workshops, conferences and receptions (off-site on occasion) Assist as necessary with organisation of Annual Lectures. Assist with arrangement of dates and logistics for meetings. Assist as necessary in preparation for conferences and seminars, including copying and collating information packs, making bookings and arranging refreshments.	
6	General administration	10%
	Update the programmes sections of the Faculty website, foyer screen and CAMTOOLS sites Administer the elections of Student Faculty Representatives Help service other Faculty committees. Maintain databases of distribution lists, faculty addresses, etc. Gather information for reports. Assist with parking arrangements. Franking and dealing with post. Maintain order in photocopy room and calls technician as required. Keep files in order in Faculty Office and Store Room.	
7	Other administrative support:	5%
	Provide administrative support to the Chief Secretary, Academic Secretary (Undergraduate), the Academic Access Officer, the Senior Language Teaching Officer and the Secretary of the College Classical Representatives Cover Faculty office when Chief Secretary and Administrative Officer are absent. Cover for other administrative post in Enquiries Office during absences.	
8	Reception and Enquiries	5%
	Act as member of enquiries office, dealing with general enquiries from within and outside the Faculty. Deal with enquiries from students, members of academic and administrative staff, both by email and in person.	
9	Other	5%
	The Chair of the Faculty may also from time to time require the role holder to perform other duties appropriate to the grade of the post.	

Person profile

Essential knowledge, skills and experience required for role

Education & qualifications	<p>The following are essential:</p> <ul style="list-style-type: none">• GSCE standard of education, or equivalent, including good passes in GSCE English and Mathematics. <p>The following are desirable:</p> <ul style="list-style-type: none">• A level standard of education.• RSA typing exams and/or EDCL and/or secretarial/administrative qualification
Specialist knowledge & skills	<p>The following are essential:</p> <ul style="list-style-type: none">• Good knowledge of Office, including Word, Excel, Access and use of email and the WWW• Ability to work under pressure and meet deadlines.• Accuracy and attention to detail. <p>The following are desirable:</p> <ul style="list-style-type: none">• Web editing experience.• Willingness to learn new skills.• Ability to use initiative and judgement.
Interpersonal & communication skills	<p>The following are essential:</p> <ul style="list-style-type: none">• Good interpersonal and communication skills (both oral and written).• Excellent telephone manner• Excellent organisational skills• Ability to prioritise and work well under pressure• Ability to work as a member of a team.• Ability to deal with a wide range of people at all levels, with tact and diplomacy, observing the need for confidentiality where appropriate
Relevant experience	<p>The following are desirable:</p> <ul style="list-style-type: none">• Experience of working in a busy office environment.• Experience of working in Higher Education.
Additional requirements	