

**FACULTY OF CLASSICS
GRADUATE ADMINISTRATOR
FULLTIME GRADE 4 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.

Post	Graduate Administrator
Summary of Role	The role holder has a wide range of general administrative tasks to undertake to ensure the full functioning of the Faculty's graduate activities. In particular, the role-holder organises, administers, and coordinates all matters relating to MPhil and PhD students, from initial enquiry through application to final examination. <i>More detailed information is provided under the Role Description</i>
Location	Faculty of Classics
Terms and Conditions	
Salary	£20,972 - £24,289
Grade	4
Working pattern	Monday to Friday
Hours of work	36.5 per week
Limit of tenure	None
Annual leave	36 days including Bank Holidays
Pension	Eligible for Cambridge University Assistants' Contributory Pension Scheme (CPS)
Miscellaneous	Childcare schemes available Car parking available
Closing date for applications	Noon, Friday 27 th June 2014

Expected date for interview/selection	Tuesday 8 th July 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 fff24@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

Role Identification

Faculty / Department	Faculty of Classics	Role Code Number (if any)	JCN 1480
Position title	Graduate Administrator	Date of this revision (dd/mm/yyyy)	27/05/2014
Probation period	6 months	Grade (completed by Grading & Reward)	

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.

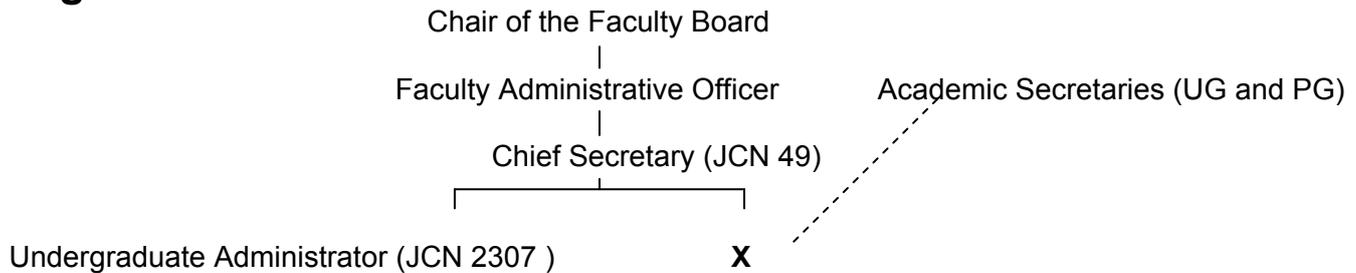
The Faculty of Classics is part of the School of Arts and Humanities. At present the Faculty's academic establishment comprises 33 Teaching Officers (Professors, Readers, USLs, ULs, and Language Teaching Officers) whose primary teaching responsibilities are university lectures and classes and graduate supervision. Most hold College Fellowships. The role holder is part of a team of 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.

The role-holder plays a key role in the administrative support of the teaching, study, research, and training activities of the teaching officers and graduate students of the Faculty of Classics as it functions within the graduate operations of the School and University, and the national frameworks of the Research Councils, and other bodies involved in the funding and training of graduate students. The Faculty has one of the largest and most successful graduate schools in Classics in the UK and in order to handle the number of enquiries and applicants, to maximise funding available, and support and develop a lively and successful graduate community it is essential to have a dedicated member of staff to perform this role. The post-holder plays a key role in the Department's administration, taking the lead in all PhD and MPhil student-related matters. The post holder co-ordinates recruitment publicity, and communication with potential students, administers the postgraduate applications procedure, collates information about, and seeks to develop, funding opportunities, takes the lead for the Faculty on PBI matters relating to graduate students, and is our main contact with the Board of Graduate Studies and the School Graduate Education Committee, keeping up to date with changes in policy and procedure, in relation to such diverse areas as the technical requirements for the various graduate degrees, the examination processes and awarding of degrees, and the provision of transferable skills training. They provide general support and advice to students and academic members of staff on all these matters. The post holder ensures the smooth running of the MPhil and PhD examinations and helps to service the Graduate Committee and the Degree Committee.

The post holder deals daily with enquiries from students, members of academic and administrative staff, both by email and in person. The post holder provides administrative support for the Academic Secretary for Graduate Affairs, and assists the Chief Secretary.

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
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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 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 role holder has a wide range of general administrative tasks to undertake to ensure the full functioning of the Faculty's graduate activities. In particular, the role-holder organises, administers, and coordinates all matters relating to MPhil and PhD students, from initial enquiry through application to final examination. This involves the co-ordination of publicity and recruitment material, good knowledge of the courses on offer and communication with potential students, dealing with approximately 150 applications for admission, collating information about and developing further funding streams, managing the applications processes for the main current funding competitions (AHRC, Gates, CHES and the Overseas Trusts), and taking the lead on Points Based Immigration issues relating to graduate students; providing advice to current students on funding and research opportunities, on graduate training, and the requirements of their courses. The post holder ensures the smooth running of the MPhil and PhD examinations, including servicing the Graduate Studies Committee and Degree Committee.

The post holder also provides administrative support to the Graduate Officer and Chief Secretary.

The postholder also performs general administrative and reception duties for the Faculty as a whole.

Main Responsibilities

	Key duties and responsibilities	% time spent/ frequency
	Insert heading against a number for each duty completed	
1	MPhil course administration	20
	<p>Advise/support students and staff on all matters of MPhil administration Send out preparatory reading letters out in the summer. Maintain email lists. Send out MPhil Language Co-Ordinator letters out in the summer. Organise the various lists of admissions for the start of the academic year Collate essay + thesis title forms and enter details in database. Collect the essays/projects from the candidates, send each essay to two internal readers, collate internal marks, send on to an external examiner and collate final marks. Additionally, in June, send the MPhil dissertations to the internal readers, collect their reports and marks, send to external examiner and collate final results for GSC and DC Remind markers when they have missed deadlines. Prepare essay + thesis feedback to students, sending copies to supervisors Organise vivas, send out viva letters. Creation and distribution of MPhil transcripts as required Keep filing systems (both database and paper) of current MPhils Keep student records concerning Points Based Immigration</p>	
2	PhD course administration	20
	<p>Advise/support students and staff on all matters of PhD administration Prepare lists of admissions for the start of the academic year. Maintain email lists. Co-ordinate and administer registration and review systems Ensure CSRS Reports are submitted and processed Provide administrative support for PhD examinations: contact examiners; book rooms for vivas and accommodation for external examiners; despatch theses to the examiners; filing paperwork in student file. Prepare Supervisors' reports document for GSC and DC.</p>	

	<p>Send out Hare Prize details to students after PhD examination. Prepare paperwork for DC of those students who have applied for Classical Studentships. Prepare letters to students. Responsible for keeping PhD database and paper files updated. Updating PhD student records when decisions are taken, such as leave to work away, exemption of fees, date when PhD achieved. Running reports and queries from database as and when needed. Keep student records concerning Points Based Immigration Publicise and administrator graduate training courses</p>	
3	Graduate application administration	25
	<p>Organise and maintain the GSC Camtools site, use to administer and distribute applications to UTOs then GSC and DC Keep track of all received applications via the BGS Electronic Document management system and prompt students and BGS for missing papers Organisation of graduate admissions and funding interviews Keep Departmental application database updated, produce analysis and reports Prepare photo sheets + e-mail addresses etc. Create necessary introduction packs for all new Graduate students and assist in their first week if necessary. Alert them to safety sessions, and provide them with timetables and course information. Send joining instructions to colleges.</p>	
4	Student financial support – administration	5
	<p>Maintain student database, recording students' financial support throughout their studies at the Faculty Collate information on funding opportunities Become acquainted with graduate student funding issues, policies, etc at School and University and AHRC level, and advise staff and current students accordingly Provide advice for prospective students on funding</p>	
5	Committee servicing	5
	<p>Provide paperwork for MPhil Examiners, Graduate Studies Committee and Degree Committee. Assist as necessary with production, copying, collation and distribution of papers for Faculty Board, Degree Committee and other Faculty committees.</p>	
6	Publications / website	5
	<p>Help to maintain accurate and up-to-date web pages. Copy and distribute the MPhil and PhD Handbooks and other course documentation to staff and students. Provide graduate figures for Faculty annual report</p>	
7	Other administrative support	10
	<p>Provide administrative support to Academic Secretary (PG) and Chief Secretary. Cover Faculty Office when Chief Secretary and Administrative Officer are absent. Cover for other post in Enquiries Office during absences. Assist with arrangement of dates and logistics for meetings. Assist as necessary in preparation for conferences including copying and collating information packs and making bookings. Provide refreshments for internal and external conferences and meetings. Maintain order in photocopy room and call technician as required Keep files in order in Faculty Office/Enquiries Office and Store Room. Deal with incoming and outgoing post, including upkeep of franking machine consumables and dealing with electronic top up. Take special delivery articles post to post office and organise couriers. Run errands to cashiers office/other University offices/College offices. Maintain databases of distribution lists; faculty addresses; locker key holders; visitors etc. Assist with parking arrangements.</p>	
8	Reception and Enquiries	5
	<p>Acting as member of enquiries office, dealing with general enquiries from within and outside the Faculty.</p>	
9	Other	5
	<p>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.</p>	

Person profile

Essential knowledge, skills and experience required for role

Education & qualifications	<p>The following are essential:</p> <ul style="list-style-type: none"> • A level 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"> • 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"> • Knowledge of UK Higher Education system, and the system of undergraduate and postgraduate awards • 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	