



JOB DESCRIPTION

DARWIN COLLEGE
CAMBRIDGE - CB3 9EU

Registered Charity Number 1141105

Job title:	Deanery Administrator (Full-time or part-time)
Department:	Deanery (Tutorial Office)
Job purpose:	To work as part of a team with the Dean, his Deputies & the Postgraduate Tutors in providing an optimally efficient graduate-tutorial system and liaise on their behalf, when necessary, with college members, other staff, the student body, the University, and other external organisations.

Specific duties:	<p>General Duties:</p> <ul style="list-style-type: none">• Work as a member of the Deanery team; overseeing the student journey through Darwin, from admission through to graduation.• Provide confidential office support to the Dean, Deputy Deans and Postgraduate Tutors.• Provide administrative support relating to admissions, matriculations, student visas/immigration, examinations, and graduations, including production of letters and other documents, administration of forms and reports, processing internal and external mail, maintenance of manual and computer-based student records for the College and the University.• Establish and maintain effective working relationships with all other College departments.• Establish and maintain good working relationships with students and Fellows, both in person and via email.• Liaise with University departments, Postgraduate Admissions Office, Student Registry, Disability Resource Centre and other Colleges. <p>Specific Duties:</p> <ul style="list-style-type: none">• Day to day administration of various tasks on a repeating, yearly basis.• Student visas. Liaise with the International Student Office, monitor and review all Darwin students with specific visa requirements. Scan and update CamSIS to show current documentation.• Hold an overview of the admissions process. Prepare files for new admissions and log details on to the database. Answer general queries pertaining to admission process.• Type letters covering general correspondence, admissions and certification for banking/council tax purposes.• Prepare work for the Praelector involving submission and approval for degrees. Oversee and monitor bookings for graduations. Prepare final degree lists, submit supplicats to the Student Registry, answer academical dress enquiries, preparation of graduation day events.• Make appointments (both internal and external), set up meetings, co-ordinate and produce briefing material for circulation.
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	<ul style="list-style-type: none">• Deal with personal student enquiries.• Fulfil such other duties as are identified and agreed with the Dean, particularly in terms of the continuing evolution of the post.
Works with:	<ul style="list-style-type: none">• The Dean and Deputy Deans• Postgraduate Tutors• The Deanery Office Manager• Senior Deanery Administrator• The College Fellowship• Other College departments, especially the Bursary and the Development Office.• Other University departments, the Student Registry and the Postgraduate Admissions Office.• The College student population.
Responsible to:	<ul style="list-style-type: none">• Deanery Office Manager (in the first instance)• Senior Deanery Administrator• Dean
Working hours:	<ul style="list-style-type: none">• 35 hours per week (full-time)• 25 hours per week (part-time - worked over five days)• The hours will be worked in the office. There will be some Saturday working to cover Graduation events for which time in lieu or payment will be offered (maximum: 8 events per year).
Experience:	<ul style="list-style-type: none">• In an administrative/secretarial role
Skills:	<ul style="list-style-type: none">• Use of MS Office: Excel, Word, webpage editing & database operation• Ability to compose grammatically correct and appropriate written correspondence.• Ability to listen and respond to a wide range of enquiries.• Able to manage competing tasks and make sound decisions on priorities.• Knowledge of or willing to learn CAMSIS (the University database).• Attention to detail

The job description is non-contractual

November 2023