

JOB DESCRIPTION

Job Title: Graduate Studentships Administrator, part-time

Department: Tutorial Department

Reports to: Director of Tutorial & Academic Services.
Will work closely with the Fellow for Graduate Studentships

Purpose of role: To take responsibility for the administration of all processes relating to the allocation of Graduate Studentships and Bursaries, to provide high level proactive administrative support to the Fellow for and Graduate Studentships and to support the work of the Graduate Admissions Office.

Responsibilities:

- To manage all administrative processes related to the selection of candidates for postgraduate studentships and bursaries offered by the College (c £4m pa).
- To provide accurate and expert advice to prospective postgraduate students in respect of postgraduate funding opportunities at Trinity, from internal and external postgraduate candidates to Tutorial colleagues, College Offices and University Offices.
- To take responsibility for ensuring all information about Trinity postgraduate funding awards, published on College and University platforms, is accurate and complies with College Ordinances. This involves writing content and managing timeframes, and establishing efficient and effective application procedures. Responsible for ensuring that workflows are well documented and understood by members of the Graduate Studentships Committee and various studentships selection committees.
- To provide high level proactive administrative support to the Fellow for Graduate Studentships, and to College Fellows assessing studentship competition applications (c 500 pa). This involves efficient management of online application and EDM systems.
- To issue accurate funding offer letters to successful candidates, and track progress of offers, reserve lists and changes to funding post offer.
- To act as secretary to the Graduate Studentships Committee, reporting accurate information to the College Council. This involves preparing agendas, compiling supporting paperwork, minute taking, and ensuring timely and appropriate disbursement of funding to students. To initiate and track any actions related to the decisions of the Committee relating to awards and to College policies on graduate funding.

- To be the first point of contact for enquiries related to awards administered by Trinity for external bodies (funding organisations and University departments). To carry out administration for these awards in collaboration with external offices.
- To maintain records for Trinity postgraduate funding awards, liaising closely with the College Bursary and the Alumni and Development Offices on changes to funds and regulations.
- To help ensure that graduate admissions and graduate funding processes are streamlined and synchronised.

The College reserves the right to make any reasonable changes to the duties and requirements in the job description which may be necessary to meet the changing needs of the job or to reflect the latest technology or best practice.

PERSON SPECIFICATION

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Criteria
1. Experience <ul style="list-style-type: none"> • Experience of working within a higher education environment is essential • Experience of working within the Cambridge University would be desirable • Experience of finance or funding
2. Knowledge <ul style="list-style-type: none"> • Experience of working with Microsoft Office, in particular, a high level knowledge of Excel required is required with the ability to manipulate data • Experience of handling databases and downloading data.
3. Skills and abilities <ul style="list-style-type: none"> • Excellent organisational and administrative skills • Excellent attention to detail • The ability to work to deadlines, self-motivation • An excellent command of written and spoken English • Ability to arrange and service meetings including minute taking • Ability to develop office systems • Ability to respond quickly to queries from around the world
4. Attitudes and disposition <ul style="list-style-type: none"> • A flexible and positive attitude and the ability to work as part of a team

EMPLOYMENT DETAILS

Salary:	£14,732 per annum for 21.75 hours. (FTE £24,552 per annum)
Hours:	21.75 hours, normally worked over 3 days. There are peaks and troughs in the work during the year. The role holder will be expected to work additional hours over 4 days per week around the period of the three key Committees, reducing to 2 days for some weeks during less busy times (typically in Michaelmas Term).
Holiday:	25 working days plus public holidays (pro-rata for part-time working)
Probationary period:	6 months.
Meals:	Free lunch provided for staff who are on site and whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides private health and dental insurance for self and family. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months. Maximum limits apply.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.