Tutorial Officer (Examinations and Undergraduate Awards)  
(full-time)

General Background : (see also www.fitz.cam.ac.uk)

Fitzwilliam College is an open, friendly and diverse academic community committed to developing the talents of all its students, the support of young academics and the training and professional development of its staff. It is one of the 31 colleges of the University and is a large community with around 475 undergraduates and 500 full- and part-time graduate students, 55 Fellows and more than 100 staff.

The College is first and foremost an educational establishment. It recruits and teaches undergraduate and post-graduate students from all over the world, holds open days for schools and prospective applicants and arranges subject conferences for teachers. It also keeps in touch with an alumni base of over 8000, arranging events and reunions, and runs a thriving conference and catering business, with academic-related functions being a regular feature of College life during Term.

Role of Tutorial Officer

We are looking for a full-time Tutorial Officer to join our Tutorial Office and assist the Head of Tutorial Office and her friendly team (5 members) in achieving the College’s objectives. The Tutorial Office deals with all tutorial and welfare matters for both Undergraduate and Graduate students. As such, we see the complete range of administrative activities ranging from arrangements for new students all the way to students achieving their degree. It is a busy office dealing with a large and diverse population of students, and requires high standards in the delivery of our services.

Primary Responsibilities

1. To administer all University and College examinations from entry processing through to results. Arrange for examinations to be held under special conditions and organise those being held in College.

2. To manage Examination result processing and the awarding of Scholarships and Prizes.

3. Administration and recording of Undergraduate Grants, Awards and Bursaries including the Cambridge Bursary, College Maintenance, Travel, music lessons and other such schemes.

4. To maintain accurate undergraduate records on CamSIS at all times, and approve Undergraduate Student Forecasting from Student Registry.

5. To carry out regular confirmation of attendance processes for Student Finance.

6. Attendance at Tutorial Committee meetings and production of papers for particular agenda items relating to examinations and awards.
7. To liaise with Tutors and Directors of Studies regarding arrangements for students disregarding terms, changes to Tripos and applications to the Applications Committee.

8. To organise the Freshers’ induction arrangements, including Matriculation and Welfare Talks, in conjunction with the Admissions Officer.

9. Assist the Tutorial Officer (Graduations) with the administration of degree ceremonies throughout the year.

10. To prepare information for the Undergraduate Room Ballot, Freshers Room Allocation and Car parking permits in conjunction with the Accommodation Officer.

11. Carry out appropriate filing, including archiving and maintain certain pages of the College website relating to undergraduates.

12. Process letters for students as and when necessary (e.g. verification, council tax exemptions, bona fide, bank letters etc.).

13. To answer student enquiries both face-to-face and via email.


**Experience/Skills required**

We are looking for a team member who has excellent administrative skills and who will make strong contributions to the overall objectives of the Tutorial Office. Although specific experience may be an advantage, we will provide the necessary training, in particular in relation to our database software, CamSIS.

We would expect the successful applicant to have the following skills:

- Be IT literate to a very high standard (including Microsoft Excel and Word).
- Possess excellent administrative skills with a strong ability to prioritise.
- Have effective written and verbal communication skills.
- Be prepared to learn and be flexible in approach.
- Be a good team member and contribute towards the overall objectives of the department.
- Be capable of liaising effectively between different departments within the College.

**Conditions of employment**

This is a full-time position working 36.5 hours per week, Monday to Friday. In addition, there may be the requirement to work on Saturdays when examinations are being held and when degree ceremonies take place (approximately six per year), for which time off in lieu will be given.

The starting salary will be in the range from £24,161 to £25,354 per annum, depending upon skills and experience. The College also offers 33 days’ annual holiday (including public holidays), a non-
contractual bonus scheme, enrolment into a contributory Group Personal Pension scheme, free lunch on duty and car parking on site, when available.

Any offer of employment will be subject to evidence of the right to live and work in the UK and satisfactory references. The appointment will be made subject to an initial probationary period of six months.

Application procedure:

These further particulars and an application form are available on the College website at: http://www.fitz.cam.ac.uk/vacancies/nonacademic. Applicants should provide a covering letter and completed application form.

Applications should reach Mrs Sarah Rowland-Jones, HR Officer, Fitzwilliam College, Cambridge CB3 ODG, e-mail hr@fitz.cam.ac.uk not later than Sunday 8 November 2020.

Interviews are expected to take place on Tuesday 17 November 2020. Under current Government restrictions, it is likely that these will take place remotely. Full details of arrangements will be confirmed with shortlisted candidates.

For specific questions about the position, please contact Mrs Claire Claydon, Head of the Tutorial Office, by e-mailing: st.assistant@fitz.cam.ac.uk.

The College values diversity and is committed to equal opportunities in the recruitment of its Fellows, students and staff.

In applying for this vacancy, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy: https://www.fitz.cam.ac.uk/about/official-information/data-protection