

## JOB DESCRIPTION

**Job Title:** Postgraduate Studentships Administrator

**Department:** Tutorial

**Reports to:** Head of Tutorial Services

**Purpose of role:** To take responsibility for the planning, preparation and implementation of all processes relating to the allocation of, and reporting on, Trinity's extensive portfolio of internationally competitive Postgraduate Studentships and Bursaries.

### Key accountabilities

- To act as the lead in all administrative matters relating to postgraduate funding, taking responsibility for the development and management of all processes related to the selection of candidates for postgraduate studentships and bursaries offered by the College and through partnership arrangements.
- To be the first point of contact for all queries regarding Trinity studentships and bursaries from prospective applicants, colleagues within the Tutorial Department, other College Offices (including the Alumni & Development Office and the Bursary), University Departments, and various other Funding Bodies as well as ad hoc requests for data (e.g. for FOI requests); must be able to respond with immediate, detailed expert advice and information on a wide range of matters including application processes, award decisions and disbursement of funds.
- To provide high level proactive administrative support to the Fellow for Graduate Studentships, and to College Fellows assessing studentship competition applications. This involves appointing, assisting and paying assessors and the efficient management of various established online application systems as well as implementing new and alternative systems as needed.
- To act as secretary to the College's Graduate Studentships Committee (GSC), reporting accurate information to the College Council. This involves preparing complex agendas, compiling extensive supporting paperwork and detailed and accurate minute taking.
- To ensure that decisions taken by the GSC are processed accurately and efficiently. This includes issuing accurate funding offer letters to successful candidates, tracking the progress of offers (includes monitoring reserve lists and changes to funding post offer), and, in liaison with the Bursary, ensuring the timely and appropriate disbursement of funds to award holders.
- To establish and maintain a comprehensive database of information on Trinity postgraduate funding awards to help run the day-to-day processes involved in managing awards as well as providing a one-stop shop of information and guidance to assist the fundraising activities of the College's Alumni Relations and Development Office (ARDO).
- To be responsible for high level reporting at all stages of the process. This includes reporting on the status of postgraduate funding applications during the admissions cycle and preparing an annual report that a)

details the College's broad contribution to postgraduate funding both within the college and externally, and b) highlights the impact of these awards on individual recipients.

- To work closely with ARDO to monitor existing donor-funded studentships, establish the terms and conditions of new awards and ensure that all awards are appropriately advertised.
- To represent the College on University committees.
- To be fully conversant with postgraduate admissions processes in order to provide assistance or cover as needed and to help ensure that the College's postgraduate admissions and postgraduate funding processes are streamlined and synchronized.

*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**

Criteria	Essential	Desirable
<b>1. Experience</b> <ul style="list-style-type: none"> <li>● Experience of finance, funding and/or managing budgets</li> <li>● Experience of working within a higher education environment</li> <li>● Experience of working within the University of Cambridge</li> <li>● Experience of working with committees</li> </ul>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X X X</p>
<b>2. Knowledge</b> <ul style="list-style-type: none"> <li>● A high level of IT skills (including Microsoft Office, in particular Excel)</li> <li>● Experience of handling databases</li> <li>● Data handling skills and compliance with GDPR requirements for personal data</li> </ul>	<p style="text-align: center;">X  X</p>	<p style="text-align: center;">X</p>
<b>3. Skills and abilities</b> <ul style="list-style-type: none"> <li>● Excellent organisational and administrative skills</li> <li>● Excellent attention to detail</li> <li>● The ability to work to deadlines and self-motivation</li> <li>● An excellent command of written and spoken English</li> <li>● The ability to arrange and service meetings including minute taking</li> <li>● The ability to develop office systems</li> <li>● The ability to respond quickly to queries from around the world</li> </ul>	<p style="text-align: center;">X X X X X</p>	<p style="text-align: center;">X X</p>
<b>4. Attitudes and disposition</b> <ul style="list-style-type: none"> <li>● A positive, proactive attitude – particularly towards change</li> <li>● A willingness to adapt to changing situations and to take on new challenges</li> <li>● The ability to work under own initiative as well as part of a team</li> <li>● The ability to interact with a wide range of people and communicate professionally</li> </ul>	<p style="text-align: center;">X X X X</p>	

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£28,002 per annum (FTE £33,836).
<b>Hours:</b>	30 hours per week.
<b>Holiday:</b>	25 working days plus 8 public holidays pro rata.
<b>Probationary period:</b>	6 months.
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period when working in College.
<b>Pension Scheme:</b>	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.
<b>Private Health Care:</b>	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
<b>Employee Assistance</b>	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
<b>Cycle to work Scheme</b>	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.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
<b>Access to College:</b>	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.
<b>College Punts:</b>	Use of College punts at a subsidised rate.