ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE: Graduate Secretary
RESPONSIBLE TO: Senior Tutor’s Assistant

MAIN PURPOSE:
Responsible for the administration of Graduate applications and duties assigned by the Senior Tutor’s Assistant. They will act as the initial point of contact for all graduates.

KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES:
1.1 Responding to enquiries from prospective applicants by telephone and email
1.2 Receiving and processing applications for graduate admission to Robinson College and dealing with the administration relating to this (cover page, spreadsheets & data entry)
1.3 Allocating graduate accommodation to continuing students and new graduates
1.4 Collating graduate finance and scholarship information
1.5 Uploading pre-arrival information for new graduates on the intranet (in-house database)
1.6 Sending out financial letters, dealing with accommodation requests and allocation of accommodation
1.7 Keeping electronic records up to date on CamSIS and Access databases
1.8 Maintaining the College duties for those students sponsored by the University under Tier 4, this includes, tracking arrival and monitoring students while they are studying
1.9 Passport and visa scanning
2.0 Liaising with and assisting Graduate Tutors
2.1 Organisation of two Matriculation events and dealing with the administration relating to this
2.2 Organising the Supervisors’ dinner for PhD Students to attend with their Supervisors
2.3 Maintaining the Graduates pages of the College website

3. PUNCTUALITY, ATTENDANCE & APPEARANCE:
3.1 To be ready to commence duties at the appointed time.
3.2 To remain on duty, productively working, until the appointed finishing time.
3.3 To attend work as scheduled and agreed by your Manager and to meet the needs of any matriculation events for which you are responsible for. This may require evening work.
3.4 To notify your supervisor/manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.

4. ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS:
Willingness and enthusiasm with which work is carried out.
4.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.
4.2 To be trusted to perform at least at the required standard and to be relied upon to
complete tasks accurately/correctly.
4.3 To listen carefully to instructions and to carry them out as directed.
4.4 To check if you have not clearly understood what is required of you.

5. PRODUCT/TECHNICAL KNOWLEDGE: The knowledge and experience required to carry out this job to the expected standard.

5.1 To undertake training as required in order to develop and improve your knowledge and expertise.
5.2 To be able to help and direct others accurately/correctly.
5.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.

6. ATTITUDE & BEHAVIOUR: Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.
6.1 To empathise with the individuals within the team to form positive relationships.
6.2 Positively participate to help create a good team atmosphere.
6.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.
6.4 Honest and trustworthy. Pleasant in nature.
6.5 Keep your line manager advised of matters which may affect the smooth running of the department.
6.6 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.

7. HEALTH & SAFETY & OTHER LEGAL ASPECTS: The carrying out of duties so that self and others are not put at risk from general hazards.
7.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.
7.2 Report any hazards that you observe.
7.3 Adhere to the Health & safety policy and procedures at all times.