JOB TITLE: PROGRAMME AND ADMISSIONS COORDINATOR, MST IN ENTREPRENEURSHIP (FIXED TERM)

REPORTS TO: PROGRAMME AND ADMISSIONS MANAGER

Background

The Entrepreneurship Centre at Cambridge Judge Business School is currently recruiting a Programme and Admissions Coordinator for its MSt in Entrepreneurship and Postgraduate Diploma in Entrepreneurship programmes. Established in 2015 under the patronage of HRH The Duke of York, KG, the Entrepreneurship Centre at the School aims to inspire, enable and research entrepreneurship. It builds on the School's track record in entrepreneurship and consolidates its strategy and vision by bringing together the School's programmes and activities in entrepreneurship, building a coherent and coordinated offering in entrepreneurship. The Centre supports the full entrepreneurial journey starting with the empowerment of aspiring entrepreneurs, through the creation and development of early-stage ventures; and all the way to small and medium size enterprise growth.

The Centre currently offers a range of programmes including Accelerate Cambridge, the SME Growth Challenge, and the Postgraduate Diploma in Entrepreneurship (PGDE) (a qualification awarded by the University of Cambridge). In September 2018 it will launch a Master of Studies in Entrepreneurship; marketing and student recruitment for this programme will start in September 2017.

The Postgraduate Diploma in Entrepreneurship has historically attracted around 30 students on an annual basis, however the 2017/18 cohort grew to 72. The programme is part-time and is designed specifically for entrepreneurs and as such attracts a cohort of students who are diverse in terms of their interests (range of industry sectors), experience (ranging from recent graduate to very experienced entrepreneur) and geographical location (currently based in nine different countries). The MSt in Entrepreneurship aims to attract 75 students in the first intake and to grow cohort per annum by year three of its running (2020-2021) with students spread amongst year one and year two.

The role

The role holder will have responsibility for operations and programme management of the MSt in Entrepreneurship, including the management and implementation of systems processes and procedures relating to admissions, applications, student support, administration, logistics and student records. The purpose of the role is to ensure a good quality and quantity of students are recruited to the MSt and that the MSt programme is managed effectively at all stages of its lifecycle.

This role is pivotal to the success of the MSt in Entrepreneurship and will complement the core programme team for the Postgraduate Diploma in Entrepreneurship which launched at Cambridge Judge Business School in September 2011. These programmes, designed specifically for entrepreneurs, lead to a University of Cambridge qualification for the PGDE and degree for the MSt. Both the PGDE and the MSt will share resources in several dimensions, especially as far as teaching and programme delivery both online and in the actual classroom; e.g. the core modules, pathways and elective structure for each programme are the same.
The PGDE and the MSt will interact with the University in different ways; e.g. the MSt programme’s admissions are handled through ICE, while Cambridge Judge handles the admissions for the PGDE itself; MSt students will have a College affiliation while PGDE students will not. Therefore, it is envisaged that the respective programme teams will work together on many aspects, while diverging on some aspects.

MAIN RESPONSIBILITIES

Programme marketing

• Manage enquiries from prospective students.
• Provide updates; track and manage data.
• Provide guidance to prospective students.
• Manage marketing events (supported by the Entrepreneurship Centre Communications, Events & Relationships Coordinator).

Applications, admissions and programme administration

• Co-ordinate application process with ICE through CamSIS.
• Process and manage data and applications; arrange Skype interviews.
• Secretary to the MSt Teaching and Admissions Committee.
• Liaise with Colleges/Student Registry.
• Publish timetables and handbooks.
• Compile marks.
• Secretary to the MSt Examinations Committee.
• Dealing with disciplinary matters (e.g. plagiarism) according to procedures.
• Co-ordinate awarding of diplomas and graduation with Colleges.
• Collect student feedback.

Programme logistics

• Lead on-site programme management for residential sessions.
• Liaise with IT regarding Virtual Learning Environment (VLE) set up and requirements.
• Manage arrangements for coursework and grading.

Student support and welfare

• Deal with student queries.
• Monitor student performance and educational welfare.
• Link students with faculty team.
• Manage selection process for student representatives.

Student records

• Maintain student records on CamSIS.
• Co-ordinate reports and statistics for internal use and use by external (e.g. HESA) and internal (e.g. diploma programmes).

Programme financial administration

• Input into development of budget.
• Set up facilities for fees.
• Raise purchase orders.
• Process paperwork relating to guest speakers etc.
• Track costs against budget.

Programme content development

• Support faculty in delivering content in person and online.
• Co-ordinate materials development with external writers.
• Timely upload of content material onto programme learning platform.
• Liaise with and brief external speakers.
• Organise and co-ordinate local visits.
• Compile reading lists.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the ‘suitability for the role’ section of the online application form.

Essential

• Experience of project/programme management.
• Experience of working in a customer-focussed service environment.
• A highly-developed level of professional customer service.
• Cultural adaptability and sensitivity in working with international students.
• Excellent presentation skills for spoken and written communication.
• Ability to prioritise and adapt to changing circumstances and requirements.
• Ability to manage a heavy workload and work under pressure.
• First class organisational skills and ability to multi-task.
• Attention to detail and accuracy.
• Flexibility, as the successful candidate will be expected to work some evenings during the programme’s four residential weeks per year.

Desirable

• Bachelor’s or first degree preferred but not essential.
• Demonstrated knowledge and experience of the University regulations.
• Demonstrated excellence in customer service in a higher education environment.
• Demonstrated experience in supporting part-time students at a distance.
• Experience in using CamSIS.
• Experience in using Moodle as a VLE.
• Ability to work with part-time students in an international setting.
• Financial awareness and the ability to manage cost control systems and develop budgets.
• Good knowledge of IT administration and content management and database/CRM systems.
• Ability to supervise administrative workers.

Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £25,728–£29,799 per annum. There will be a six month probationary period.

This is a fixed-term position and the funds for this post are available for six months in the first instance. Applicants from the University of Cambridge wishing to undertake a secondment are welcome to apply.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University’s Job Opportunities website at www.jobs.cam.ac.uk and click on the “Apply online” button at the bottom of the relevant job description. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 20 March 2018.
Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 768497 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.