**JOB TITLE:** PROGRAMME ADMINISTRATOR, MASTER OF FINANCE (FIXED TERM)  
**REPORTS TO:** MFN EXECUTIVE DIRECTOR

**Background**

The Cambridge Master of Finance (MFin) is one of the premium-fee degree programmes currently taught at Cambridge Judge Business School. This is an exciting new opportunity within the programme team. The MFin is a one-year post-experience degree aimed at professionals with at least two years’ successful work experience in finance and a strong academic record. The programme is consistently rated number one or two globally by the Financial Times and one of the key drivers of the ranking are the strong career placement metrics (in terms of both salary/seniority uplift post versus pre-MFin) but also the transition they have managed to make across finance sector and geography.

The MFin team is responsible for all organisational aspects of delivering the programme, including: promotion of the programme to the banking and finance industry; all admissions activity necessary to ensure there are students on the programme; and the coordination and administration of all aspects of programme delivery.

**The role**

The role holder is responsible for supporting the day-to-day operational running of the taught elements of the MFin programme (under the supervision of the Senior MFin Programme Administrator and Senior Programme Co-ordinator). In addition to the usual administrative duties that accompany this type of role, the Programme Administrator will have responsibility for managing the setup and running of the teaching timetable and assisting with the programme’s virtual learning environment (VLE). The latter will involve the setup of feedback surveys, assignment processing and the administrative support behind the MFin elective selection process.

The role holder is also responsible for coordination of the summer activity programme on the MFin including: the Tsinghua Summer Exchange Programme for visiting students, arranging the timetable, access to Cambridge Judge Business School facilities, including IT/VLE and general information, and liaising with MFin student mentors during the Summer programme. The role holder will also maintain tracker for other summer activities including assignment processing.

As with any programme in the University, student welfare is also a priority for the team. All the students on the programme will be experienced finance professionals who expect a level of quality and service, commensurate with the programme fee and their experience of standards in the corporate world. The fees for the one-year programme are currently will be £43,995, largely in line with the Cambridge MBA fees.

Effective service delivery is essential to the smooth running of the programme. However, the variety of stakeholders (students, academics, examiners, administrators of other programmes and central
University teams, external lecturers and guest speakers) and their differing needs requires careful management. Tailoring the service delivery requires awareness of the needs of individual stakeholders in addition to an understanding of each stakeholder’s role within the programme. The role holder must be able to retain and assess this information and then use it to decide how to alter the service offered. Then, through building a network of people, ensure that this information can be exchanged promptly and be readily available to influence and be involved in developments on a daily basis.

Examples of regular service delivery include:

- responding to questions from students regarding teaching as well as communicating with them to ensure they have the necessary teaching materials and know what to expect regarding each taught course within the programme
- liaising with faculty and teaching practitioners on their course material in order to ensure timely dissemination to students
- liaising with other programme administrators to ensure that the MFin teaching can run smoothly within the school (e.g. dealing with potential clashes in the time table for our electives offering/events etc.).

MAIN RESPONSIBILITIES

Programme administration and timetabling

- Maintaining contact with lecturers for MFin teaching (excluding City Speaker Series).
- Working closely with the Central Timetabling Unit to ensure MFin timetabling needs are accommodated to include all aspects of the taught part of the programme (excluding induction, City Speaker Series and careers), including all core and elective courses as well as ad hoc sessions.
- Overall responsibility for MFin schedule, working in coordination with other MFin team members and the Central Timetabling Unit at Cambridge Judge Business School.
- Organising logistical support for external lecturers (new arrival forms, booking accommodation, parking, taxis, IT support and other).
- Lecturer support including MFin faculty guide detailing an overview of teaching policies and marking/assessment criteria etc.
- Pre-course preparation including; email to lecturer confirming timetable and assessment schedule and asking for any materials for the VLE to be sent as far ahead as possible, MFin marking guidelines, MFin assignment submission procedure class list and mark sheet.
- Assignment scheduling.
- Providing programme support for lecturers and students.
- Assignment processing via online learning environment.
- Setting of student groups as required for courses/assignments.
- Helping with exam administration of mark sheets and copying exam papers.
- Exam invigilation for non-University level exams and tests as required.
- Support in liaising with internal and external lecturers for programme materials, access to the VLE and related IT services.
- Support with course content on the VLE including the preparation of student photo sheets and group lists.
• Preparation of student lists for internal use.
• Entering of student data on internal systems.
• Collating of materials and helping with the production of the Student Handbook.
• Faculty/classroom support (set up/co-ordination with IT/AV team).
• Providing general programme administration as required, booking accommodation, travelling and transporting arrangements, providing administration support to Programme Director and other academics in the department.

Administration and maintenance of online teaching environment (Moodle)

• Helping with the administration of the online learning environment – registering students, placing programme related information, setting up assignment submissions and marking tools, ensuring all information is well structured and clear.
• Setting up and circulate feedback surveys, monitor completion, collate responses and record data on scores.

Student Support (non-programme related)

• Correspondence for visa applications.
• Preparing letters for the opening of bank accounts.
• Preparing letters for tenancy agreements/council tax etc.
• Producing interim reports for scholarships or other purposes.
• Sponsoring and scholarship student admin/reporting.
• Administering of the student travel fund.

Elective course selection process

• Supporting with the running of termly elective selection process.
• Setting up elective tracker and confirming electives to Student Registry.

Cross programme duties and summer activity programme administration

• Administering the summer activity period with supervision from the Senior MFin Programme Administrator and Senior Programme Coordinator. This will include:
  o scheduling and setting up summer activity options on the VLE
  o maintaining the summer elective/activity tracker including a log of summer internships
  o completing summer internship risk assessment forms
  o supporting the delivery/administration of the Tsinghua University Exchange Programme including arranging information booklet, access to Cambridge Judge Business School facilities and general information and liaising with MFin student mentors.
**Project support**

- Supporting the smooth running of the main student group projects – equity research project (ERP) and group consulting project (GCP).
- Helping the Senior Programme Coordinator with organising projects, updating project documents, group’s allocation and collating feedback.
- For ERP – helping with organising panel, attending student presentations, organisation and direction of the evening reception.
- Ensuring students have all completed their risk assessments for project related travel.
- Processing all MFin project related travel expenses for students and supervisors.

**Feedback and student surveys**

- Running feedback and other surveys and collating data.
- Distributing course feedback to lecturers and teaching assistants, to coordinate, attend and take minutes of teaching committee meetings.

**Events support**

- Supporting where required on key events in the MFin calendar including: induction programme, graduation, two flagship alumni networking events in London and other on-campus events including ad hoc speaker sessions. This will involve some evening and weekend work.
- Assisting the Senior Programme Administrator with the organisation and administration of any internal events that take place within the MFin Programme (dinners, talks, visits, etc.).
- Booking catering for events.
- Supporting two London based events for Alumni and students to include all aspects of event including transport, catering and AV requirements.

**Financial/payment responsibilities**

- Issuing of official purchase orders for supplies and services, checking invoices according to accepted procedures.
- Processing payments to external lecturers, teaching assistants and guest speakers.
- Maintaining an accurate and regularly updated expenditure data base.

**Other duties**

- Support with production of various student communications including newsletters.
- Mini projects including: refreshing alumni data etc.
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.

- Educated to at least A level or equivalent.
- Demonstrated success in a client or customer facing role and a strong customer service ethos.
- Experience of working in an administrative role, preferably in both corporate and HE environment.
- Experience in events work would be desirable.
- Familiarity with higher education environment and University admission procedures.
- Excellent organisational and administrative skills.
- Ability to deal sensitively with difficult situations.
- Ability to prioritise workload to meet multiple deadlines, and forward plan.
- Ability to manage a number of tasks effectively at the same time.
- Accuracy and attention to detail, and ability to maintain this under pressure.
- Ability to work on own initiative and under pressure.
- Excellent communication skills.
- The ability to interact effectively with a wide range of people from different backgrounds and cultures and at all levels of the organisation.
- Experience of working effectively as a team member.
- IT skills, using Word, Excel, PowerPoint and Outlook and an aptitude for new software systems.
- Payment processing and monitoring of budgets.

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 three-month probationary period.

The funds for this post are available for nine months in the first instance.

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/job.

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 5 August 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) 339637 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.