JOB TITLE: MPHIL IN TECHNOLOGY POLICY PROGRAMME ADMINISTRATOR

REPORTS TO: DEPUTY HEAD OF EDUCATIONAL & TEACHING SUPPORT

Background

The role holder is responsible for the day-to-day administration of one of the five MPhil programmes offered by the Cambridge Judge Business School, the MPhil in Technology Policy. The programme has up to 40 students enrolled on a yearly basis.

An additional and key aspect of this MPhil programme is its relationship with the Department of Engineering at the University of Cambridge, which contributes to elements of the teaching and support of the programme. This adds to the complexity of the role and requires close liaison with this Department throughout the year. The role holder is also responsible for administering budgets of up to £30,000 per annum. The role holder works directly with the Academic Director of the programme and the Chair of Examiners, and also has regular contact with the External Examiner, Student Registry, Board of Examinations, Colleges and other central University departments on a regular basis.

The role holder is secretary to the Admissions, Examinations and Teaching Committees for the programme. The role holder also provides administrative support to the Head (and the Deputy Head) of Educational and Teaching Support.

The role

The role holder takes full responsibility for the day-to-day administration and operation of the MPhil in Technology Policy programme, including the co-ordination of any interdepartmental activities. The role holder is responsible for ensuring that the programme meets the requirements of Cambridge Judge Business School’s Degree Committee and the University Statutes & Ordinances. The role holder is the first point of contact for students, from the submission of an application until graduation and beyond. The role holder is also the central point of contact between the MPhil Programme Director and any other parties within the School, the University and the Colleges.

Main responsibilities

General programme administration

Responsibility for the day-to-day administration of the programmes, as follows:

• Acting as the first point of contact for advice and information for current students of the programme in residence as well as for applicants to the programme.
• Co-ordination of coursework and group projects submissions, including: informing the students of coursework submission procedures; receiving submitted coursework and group projects; distributing coursework and group projects to lecturers for marking; releasing provisional grades and feedback to students; maintaining markbooks; and submitting final group projects to the School’s Information Centre for reference purposes.

• Supporting and liaising with the MPhil Principal Projects Leader for the delivery of Final Group Projects.

• Following student feedback procedures each term as required by the School, including; preparation of feedback forms, distribution to students, collection of data, production of charts and reports displaying the students feedback results, reporting summary evaluations to the Teaching Committee, and participating in faculty response and implementation.

• Finalising and issuing the timetable for the programme in collaboration with the Timetabling Unit and liaising with the Engineering Department to provide a bespoke timetable to students. Organising changes to the timetable due to emergencies or unforeseen change of circumstances; booking rooms for any additional classes, seminars and other events and informing students accordingly.

• Following GDPR guidelines, maintaining files and records of current students and creating archives for past students.

• Ensuring that electronic and web-based information relating to the programme is up-to-date.

• Setting up modules on the virtual learning environment, being responsible for keeping contents updated; making sure that all students and staff involved are enrolled in the correct capacity; uploading teaching materials and notices as and when necessary; preparing course packs, including reading lists, case studies, and details of assessment methods and deadlines; and updating the student handbook and elective guidebook on an annual basis.

• Issuing letters across the year as requested by students, confirming their status at Cambridge, their performance and the marks at the end of the year (at least until the official transcripts are issued by the University in September). Also issuing letters for incoming students and alumni, as requested.

• Organising individual and group photos for new students and directors, proofing, taking orders and distributing these to students.

• Secretary to the MPhil Technology Policy Teaching Committee, co-ordinating meetings, preparing and circulating agendas and papers, taking and circulating minutes, and implementing agreed actions.

• Annually planning how to improve the efficiency of administrative procedures of the programme in the following cycle.

**Events organisation**

**Orientation week**

• Responsibility for organising all elements of the orientation week, including the student induction programme (firming up the schedule, securing venues, and booking catering), a two-day trip to London (booking venues and catering, and liaising with speakers) and the Microeconomics pre-course.
• Preparing and distributing induction packs and related material. Coordinating with the Alumni Team to host in London a dinner for alumni and current students.

**Educational trip**

• Supporting the preparation of the paperwork required for visa purposes ahead of travelling to Europe.
• Booking travel and accommodation (via the University’s preferred travel agent) and making restaurant reservations for the duration of the educational trip.
• Supporting the module leader in scheduling the visits for the educational trip and collating all the information required by the organisations to be visited.
• Liaise with students to decide who will be sharing each bedroom and inform the hotel of these arrangements.
• Travel with the group and attend the meetings in Brussels, or identify and brief a colleague to fulfil this role.

**Student-led events**

• At the request of students, provide advice and support the planning and delivery of learning events, such as talks or conferences.

**Applications and admissions**

Responsibility for the overall administration of the student admissions process as follows:

• Receiving applications from the Admissions Administrator, maintaining information for admitted students locally and in CamSIS, and linking admissions data to subsequent performance data.
• Organising Skype interviews with shortlisted candidates.
• Secretary to the Admissions Committee, co-ordinating meetings, preparing and sharing a file for each candidate, circulating databases with digested admissions data, keeping records of the decision-making process and the outcome of each application, and implementing agreed actions. Completing CamSIS and electronic documentation to communicate the decision on accepted applicants to the Graduate Admissions Office.
• Liaising with the Postgraduate Committee/Student Registry and other parties within the University of Cambridge (Colleges, funding bodies and other Departments) over progress relating to applicants.
• Liaising with students, the Postgraduate Committee/Student Registry and other relevant departments regarding pre and post-application matters.
• Collaborating with the support staff responsible for the marketing of the MPhil programmes: benchmarking other masters programmes to have up-to-date information on marketing and admissions from main competitors; advising press officers at the School of any newsworthy stories relating to the programme; giving advice on matters relating to promotional activities of the programme; inputting into content and editorial in printed collaterals and website; collecting
feedback on all publicity materials and making recommendations for improvements as appropriate; and contributing to open days and recruitment fairs.

- Liaising with and supporting the Graduate Office Administrator by handling admissions queries, as and when required.

Examinations & assessment

Responsibility for the overall administration of the examinations process and assessment requirements, as follows:

- Secretary of the Examinations Committee, liaising directly with the Chair of Examiners over the examinations timetable, the co-ordination and administration of the examinations process, and the preparation and distribution of agenda and papers for the Examiners Board meeting, and also taking the minutes of the meeting.

- Liaising directly with the Student Registry, the Board of Examiners, and the Secretary of Cambridge Judge Business School's Degree Committee to facilitate all the necessary information relevant to the examination process, from registration of the modules to final examination results and graduation.

- Creation of the markbook containing details of all grades achieved by every single student during the academic year.

- Liaising with all parties involved in disciplinary interviews or special cases (such as cases of plagiarism, failure or ill health) including College Tutors and the Office for Student Conduct, Complaints and Appeals (OSCCA); organising the meetings and recording the interviews; and making sure that the requirements of the University Statutes and Ordinances are adhered to, while ensuring that students are treated fairly.

- Making all arrangements for any cases of viva voce.

- Ensuring all examination and assessment-related procedures are consistent with guidelines and circulars issued by the University.

- Making all arrangements for core modules assessed by formal examination.

Financial and budgetary responsibilities

Responsibility for the day-to-day management of the programme budget and student budget, as follows:

Programme budget

- Production of course budgets in line with University procedures.
- Prioritisation of resource allocation within budgets.
- Issuing purchase orders for supplies and services.
- Authorising expenditure within budgetary constraints.
- Monitoring expenditure against budgets.
- Reporting to Programme Director(s) and the Head (and Deputy Head) of Educational and Teaching Support regarding budgetary matters.
Student budget

- Collecting £1,000 from each student on their arrival for field trips (using an e-sales link set up in advance).
- Preparing a detailed set of accounts for the students.
- Authorising expenditure within budgetary constraints.
- Monitoring expenditure against budget.

Other duties

- Supporting the Head (and Deputy Head) of Educational and Teaching Support as and when required.

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 degree level or equivalent.
- Ability to create and interrogate databases.
- Excellent organisational and administrative skills.
- Ability to prioritise workload to meet multiple deadlines and to 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 at all levels – written and verbal.
- Ability to deal sensitively with difficult situations.
- Significant experience in an administrative environment, ideally within the higher education sector.
- Familiarity with higher education admission procedures would be an advantage.
- Secretarial skills, including minute taking.
- Experience of working effectively as a team member.
- Some financial knowledge enabling the setting and monitoring of budgets.
- Fully competent with Microsoft Office (Word, Excel, PowerPoint), email software and internet browsers.
- Understanding of the General Data Protection Regulation (GDPR).
- Experience using CamSIS and Moodle would be desirable.
- Knowledge of French language would be desirable.
Benefits

This is a permanent, full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £26,243-£30,395 per annum.

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 1 September 2019.

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.