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

REPORTS TO: PROGRAMME AND ADMISSIONS MANAGER

Background

Cambridge Judge Business School (CJBS) is currently recruiting a Programme and Admissions Coordinator for its MSt in Entrepreneurship programme.

This part-time programme 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 co-ordinated offering in entrepreneurship. The Entrepreneurship Centre at CJBS 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.

Launching in September 2018, the MSt in Entrepreneurship aims to attract 75 students per year. The programme is part-time and is designed specifically for entrepreneurs. As such it 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 role

This role is pivotal to the success of the MSt in Entrepreneurship. The role holder will have responsibility for the smooth running of processes and operations of the programme, including the co-ordination and administration of procedures relating to admissions, examinations, logistics, student support and student records. The purpose of the role is to ensure that good quality students are recruited to the programme and that the MSt programme operates effectively at all stages of its lifecycle.

Main responsibilities

Administration of admissions

- Co-ordinate the annual cycle of MSt Entrepreneurship admissions in compliance with University of Cambridge regulations and deadlines, and in collaboration with the Institute of Continuing Education (ICE) Admissions team, from the point of application to the point of admission or rejection.
• Collate candidates’ data from CamSIS for the MSt in Entrepreneurship Admissions Committee to facilitate the shortlisting of applicants for interview, ensuring due diligence on candidates by checking that previous academic qualifications meet the minimum entry requirement.

• Assist the MSt in Entrepreneurship Admissions Committee by scheduling candidate interviews and being in attendance for note taking.

• Document the recommendations made by the programme Admissions Committee to be passed onto the Degree Committee for recommendation approval and onto ICE Admissions for approval and processing.

• Work with teams across the University (e.g. CamSIS and ICE Admissions) to provide technical support to applicants.

• Work with College partners to establish a working relationship and clarify mutual expectations concerning MSt in Entrepreneurship candidates.

• Prepare reports on admissions data and processes to the attention of various internal stakeholders, as required.

• Work with the School’s Finance department to ensure that the deposit and fees are collected timely, and that applicants with an offer to join the programme have clear information regarding financial obligations on joining the course.

Examinations process co-ordination

• Co-ordinate the online assessment in compliance with departmental and University regulations and guidance, supporting the Secretary of the Board of Examiners and the Chair of Examiners to deliver a fair and transparent marking system.

• Create various digital infrastructure for the assessment process (e.g. online submission links, modular markbooks, and overall qualification gradebooks).

• Support the setting up of the electives selection system for students to sign up for modular choices, following guidance and timelines provided by the Student Registry.

• Record students’ academic progress and report to various stakeholders as required (students, Colleges, academic team, student registry). Monitor the progress of assessment to chase overdue submissions and to record penalties for late submission and other special cases, including evidence of academic misconduct (e.g. suspected plagiarism).

• Identify cases where a viva voce examination is required and make the necessary arrangements for these to be carried out ahead of the Board of Examiners.

• Collate and distribute coursework for marking. Ensure that marks and qualitative feedback are received and communicated to students in good time, managing expectations as to grading turn-around times.

• Advise students and Colleges on the procedure for examination extensions, allowances and appeals and work with the Chair of Examiners to process such requests.

• Work with the Teaching and Learning Support Team at CJBS to support the University Postgraduate Committee in formulating examination allowances, where granted, in a practicable manner.
Online course delivery support

- Work with the Digital Learning Team at the department to ensure the delivery of high-quality online learning.
- Upload and proof-read course materials (formatted text, links, video, etc) prepared for the online phases of the programme.
- Ensure that all students have equal access to digital materials, following the advice of the Disability Resource Centre, where required.
- Work with the Information & Library Services team to ensure reading lists are copyright compliant and unavailable materials are purchased when necessary. Source, purchase and distribute specific learning materials such as case studies.
- Set up the surveys to collect student feedback at the end of each module and support the Programme Manager to circulate the data to lecturers, as required.
- Work with CJBS Digital Learning and IT teams to troubleshoot issues that may arise.

Recruitment strategy support

- Work with the Programme Director and Marketing Manager to attract and recruit candidates whose aims and values align with that of the programme, and to carefully manage the expectations of all successful applicants.
- Maintain and develop strong customer relationships from initial contact (e.g. enquiry, application, open evening) to graduation; leverage customer rapport and strong messaging to develop a collaborative learning culture across the programme community.
- Review CVs and qualifications and advise on prospect suitability/eligibility for the programme.
- Meet one-to-one with prospects, in person or remotely.
- Support the Marketing Manager in scouting, recruiting and onboarding suitable student/alumni programme ambassadors, monitor online activity, provide constructive feedback where appropriate.

Miscellaneous programme administration

- Respond to requests for papers by the Degree Committee in a timely manner.
- Support the MSt Entrepreneurship programme team in delivering residential teaching weeks.
- Process occasional financial purchases and payments.
- Support the Programme Manager collating papers for the Teaching Committee, the Board of Examiners and other meetings, as required.

Student support

- Help maintain the student programme handbooks annually, to ensure compliance with changes to the University regulations and to programme structure.
- Act as first point of contact for programme-related advice and information for current students.
The ideal candidate should have the following qualities, skills, and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

**Essential**

- Experience administering academic programmes, ideally in higher education.
- 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 manage a heavy workload, prioritise, adapt and work under pressure.
- First class organisational skills, attention to detail and accuracy.
- Good knowledge of IT administration, content management and database/customer relationship management (CRM) systems.
- Awareness of digital accessibility policy and guidelines.

**Desirable**

- Bachelor’s or first degree.
- Demonstrated knowledge and experience of the University regulations.
- Demonstrated experience in supporting part-time students at a distance.
- Experience in using CamSIS.
- Experience in using a virtual learning environment.

**Benefits**

This is a 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 £26,715– £30,942 per annum.

**The funds for this post are available for one year 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 16 December 2020.

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 2013.

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, 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.