Undergraduate Programmes Administrator
Faculty of Asian and Middle Eastern Studies

Job Reference: GU28526
The Role

The role holder is responsible for the efficient running of the Undergraduate Tripos Administration, working closely with academics and other Professional Service Staff both in and outside of the Faculty.

The role holder provides administrative support for admissions, induction- including the creation of the handbook and online Prospectus, answering day to day enquiries from students and staff, student support for disability, support for year abroad, open days and examinations.

Undergraduate examination work is quite extensive because the Tripos is divided into two pathways, each of which covers a number of languages. In addition papers are borrowed from other Triposes, and students from other Faculties take papers from the Asian and Middle Eastern Studies Tripos. The Undergraduate Programmes Administrator liaises on a regular basis with the Education Quality and Policy Office and the Student Registry.

The role-holder also provides administrative support to the Faculty including servicing Department and Faculty meetings, preparing agendas, distributing papers and taking minutes.

KEY RESPONSIBILITIES

1. Undertake course administration activities. Liaise with teaching staff on all aspects of course organisation, including but not limited to the preparation, editing and distribution of the Undergraduate Handbooks, Course outlines, online Prospectus and other programme documentation.

   Liaison with Student Registry, Educational and Student Policy, Disability Resource Centre and other Faculties/ Departments to ensure information is shared and that the correct procedures are followed.

   Provide advice on and ensure strict adherence to University and Faculty regulations, policies, processes and procedures. Supporting changes to regulations, paper titles, supplementary regulations and form & conducts through correct processes in a timely fashion.

   Maintain records of Year Abroad Students in liaison with Year Abroad Coordinators. Administer the pre-registration process and assist in the timetabling, supported by the Faculties Administrative Assistant.

   Contribute to changes in processes and procedures.

Salary:
£23,487 – £27,116 (Grade 4)

Contract:
Permanent. Starting ASAP

Location:
Central Cambridge

Department:
Faculty of Asian and Middle Eastern Studies

Working pattern:
Full time
2. Supporting the Chair and Deputy Chair of Exams and Heads of Departments in all aspects of exam work. Act as Secretary to the Examiners’ Committees for Tripos exams.

- Complete and submit the course catalogue to Student Registry.
- Checking exam entries to look for missing data (missing exam entries, missing headers, incuria etc.)
- Arranging for the appointment of examiners and assessors, including external examiners. Regular liaison with all examiners and assessors. Process expense claim forms for examiners.
- Prepare Tripos examination papers to camera-ready format and submit to Student Registry, in accordance with University and Faculty regulations (a full understanding of the relevant regulations is required).
- Drafting and getting approval for the Faculty’s Exams Guide. Drafting other exam-related documentation. Updating exams information for students on the exams intranet pages.
- Work with the Chair of Exams to manage issues and/or changes to exams processes before, during and after the exams period.
- Regular liaison with other Faculties who are borrowing our papers or using questions from the same exam or where FAMES is borrowing papers. Ensuring marks are received/delivered to FAMES on time.
- Supporting faculty-organised exams (aurals, orals and vivas) as required.
- Administration of faculty prizes. Nominating students for other prizes.
- Oversee the processing of exam scripts, dissertations etc., supported by the Faculties Administrative Assistant. Send materials to internal and external examiners. Collate reports received and prepare information for Examiners Committee meetings. Circulation of exam related material to Student Registry and Colleges.

3. Deal with enquiries from current and prospective students and other internal and external sources regarding the course such as application process, funding and course requirements related to the Undergraduate programme.

4. Provide administrative support to the Admissions Convenors for the undergraduate admissions process, in particular the record keeping of data and results of applicants and interviews.

   Work with the Faculties Administrative Assistant to organise interview days in the faculty as part of the admissions process.

5. Act as secretary to Faculty committees, arrange and attend committee meetings, create agenda, take and circulate minutes, and ensure follow up actions are implemented. Attend other Committees as required.

6. Revise and update the Undergraduate section of the Faculty Website and Intranet with support from the Faculties Administrative Assistant.

7. Maintain administrative systems and a central office filing system (electronic and paper-based), maintain databases of enquiries, applications, students, lecturers and other contacts.

   Maintain and provide student related information from the Disability Resource Centre to teaching staff.

8. Work with the Faculties Administrative Assistant to organise open days, outreach events and departmental seminars. Book venues/rooms, order refreshments, send out invites and directions. Create Brochures and other materials for events and collate and distribute materials.

9. Circulate termly and annual course appraisal forms to students. Collate results and produce analysis for use in Faculty Committees.

10. Any other duties that are deemed appropriate and in line with the level of this role.
### Person specification

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<th>Essential</th>
<th>Desirable</th>
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#### Qualifications
- Educated to A level standard/NVQ level 3 or equivalent level of practical experience ✓

#### Specialist Knowledge and Skills
- Demonstrate knowledge of facts, principles, processes and general concepts related to Course Administration ✓
- Excellent organisational skills ✓
- Competent in standard software packages e.g. Word, Excel, Access and Outlook ✓
- Excellent communication & interpersonal skills ✓

#### Relevant Experience
- Previous administrative experience ✓
- Able to deal patiently and tactfully with staff and students ✓
- Competent web editing ✓
- Knowledge of University undergraduate regulations and procedures ✓

#### Additional Requirements
- Meticulous adherence to procedures ✓
- Well organised ✓
- Keen attention to detail ✓
- Ability to prioritise workload and plan ahead ✓
- Ability to work under pressure and meet tight deadlines ✓
The Faculty

The Faculty of Asian and Middle Eastern Studies
The Faculty of Asian and Middle Eastern Studies combines world class scholarship with a vibrant teaching and learning environment for undergraduates and postgraduate students. Our academics are engaged in internationally recognized scholarship on the histories, literatures, linguistics, social anthropology, religion, politics, and contemporary cultures of the Middle East, North Africa, China, Japan, and the two Koreas. The work of several staff crosses traditional geographic and subject boundaries. All our work is firmly grounded in primary source research. The Faculty maintains a close relationship with various Research Institutes across the University. The Faculty combines excellence in teaching, academic rigour and research with a strong tradition of support for its students. In Cambridge, most students identify more with their colleges than with their university department. The opposite is the case for our students. The Faculty Library, with 70,000 monographs, nearly 2,000 DVDs, and a wide range of journal subscriptions, is a key and comfortable facility, to which graduate students have 24 hour access.

The Faculty consists of two departments: the Department of East Asian Studies and the Department of Middle Eastern Studies. It is home to the Centre of Islamic Studies, which promotes a critical understanding of Islam and Muslims in wider society. The Faculty’s work is overseen by a Faculty Board, to which a range of committees report, while financially it is underpinned by several significant trust funds.
The school of Arts and Humanities

The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages
- Faculty of Music
- Faculty of Philosophy
- Centre for Research into the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Leverhulme Centre for the Future of Intelligence

Combined, these institutions have a total annual budget in excess of £35million, 650 staff and 3,500 students.

The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

Vision

Our vision is to preserve the excellence of the School of Arts and Humanities in research, and undergraduate and graduate teaching and supervision, while enhancing our capacity to undertake world-leading and life-changing innovative, interdisciplinary research and teaching.

Strategic Objectives

1. To uphold the Cambridge tradition of undertaking research and teaching across a wide breadth and diversity of Arts and Humanities disciplines to the highest possible standard.
2. Relevant, problem-solving interdisciplinary work must be grounded in disciplinary excellence.
3. Enhance our research excellence across the disciplinary spectrum, underpinned by effective support.
4. Expand capacity in our academic disciplines in a way that is modest, selective and designed imaginatively to build incentives for innovative and cross-disciplinary work.
5. Improve the efficiency of our governance structures by streamlining and optimising operations and procedures.
Terms of appointment

Tenure and probation
The appointment will be made on a permanent basis, commencing as soon as possible.

Appointments will be subject to satisfactory completion of a six month probationary period.

Hours of Work and Working Pattern
Your expected hours of work are normally agreed between you and your head of institution, in accordance with what is appropriate to your duties.

Pension
You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit www. Pensions.admin.cam.ac.uk

Health declaration
Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications
The person specification for this position lists qualifications that are essential and/or desirable.

Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Annual leave
Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata’d based on days worked.

General information
Pre-employment checks Right to work in the UK
We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Information if you have a disability
The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at http://www.admin.cam.ac.uk/offices/hr/staff/disabled/

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Ms Susie Nightingale , who is responsible for the recruitment for this position: deputy@ames.cam.ac.uk
The University

The University of Cambridge is one of the world’s oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world’s leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.
About us

The University is one of the world’s leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country’s highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Equality & diversity
The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University’s Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.
Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit https://www.accommodation.cam.ac.uk/. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit https://www.accommodation.cam.ac.uk/
What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits
The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

CAMbens employee benefits
We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.
What Cambridge can offer

Family-friendly policies
The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes: Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: https://www.childcare.admin.cam.ac.uk/

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: https://www.opda.cam.ac.uk/

Your wellbeing
The University’s Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities
We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University’s values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.
How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to:
Ms Susie Nightingale: Deputy@ames.cam.ac.uk

If you have any queries regarding the application process please contact Ruth Farley, HR Coordinator on sahhr@admin.cam.ac.uk

The closing date for applications is midnight (GMT) on Sunday 31 October 2021. Interviews will take place on Monday 8 November 2021.