# JOB DESCRIPTION

This job description outlines the key outputs required from the Job Holder and the tasks necessary to achieve them. It is not a definitive list and the role may well change and evolve over time.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Executive Assistant to the President and Fellowship Administrator</th>
<th>Department</th>
<th>President’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>President</td>
<td>No of staff reporting</td>
<td>0</td>
</tr>
</tbody>
</table>

## Summarise the purpose of the role:

To work proactively to deliver efficient and effective administrative support to the President. Act as the principal interface between the President’s Office, Fellows of the College, members of staff, other parts of the wider University, and external contacts.

To manage the College’s Fellowship programme, including acting as Secretary to the College’s Fellowship Committee.

## Key Outputs of the Role

The following are the key outputs:

- Provide administrative support to the President’s Office
- Manage the Visiting Fellowship Programme (C. 40 visitors annually), the Research Fellowship competitions (two per year), and ensure the appointment and renewal of College Fellows is in accordance with the College’s Statutes and Ordinances.

## Outline the key tasks necessary to deliver the outputs defined above:

### GENERAL

**EA role:**

- Maintain the College and President’s diaries.
- Act as a primary point of contact for the President; manage communications with senior members within the University and externally.
- Respond to requests to the President. Screen, prioritise and respond to incoming calls, mail, email and visitors.
- Reply to emails and correspondence, arrange meetings and send invitations on behalf of the President and College.
- In consultation with the President, manage the scheduling of meetings; ensure follow up activity is actioned. Provide supporting information and materials to the President in advance of meetings, as required.
- Manage logistics for meetings, events, and overseas business attended by the President, including registration, accommodation, travel and special needs such as visas. Liaise with external representatives and coordinate itineraries.
- Provide hospitality for visitors to the College, including the setting and clearing of meetings and, in consultation with College caterers, ensuring catering is provided.
• Ensure IT/AV equipment is in place, as required.
• Meet and greet both internal and external visitors on behalf of the President and College.

VISITING FELLOWSHIP/POST DOCTORAL MEMBERS
• Advise potential Visiting Fellows on the application process, and answer queries relating to arrival and departure dates, doctors, schooling, visas etc., preparing offer letters accordingly.
• Ensure Visiting Fellows and Life Members needs are met, College facilities detailed, and accommodation arranged through the relevant College officers.
• Issue invitations for new members to welcome receptions for Governing Body, ensuring President fully briefed on new members for reception greeting.
• Liaise with College’s partner Universities regarding appropriate applicants, systems for receiving applications, MOUs, agreements and charges.

FELLOWSHIP and OFFICIAL FELLOWSHIP COMMITTEES
• Working with the Chair of the Fellowship Committee (Research Fellows, Visiting Fellows, Post-doctoral members, Fellow Commoners) manage Research Fellowship competitions (two per year), answering queries regarding application process, arranging assessments by Fellows and Expert Readers, arranging interviews and shortlisting meetings, arranging visas where necessary and support Induction processes. Respond to Affiliated Postdoctoral membership enquiries, advising on eligibility and the application process, notifying the outcome of applications, introducing new members to the College and linking them to other Post Docs.
• Act as Secretary at the Fellowship Committee meetings and the Official Fellowship Committee. To include, drafting agendas, and taking and drafting minutes. Responsible for ensuring that action items are executed.

EVENTS
• Manage special events hosted by the College including King, Tanner and Ashby Lectures as well as events for the President such as private dinners with donors etc., events with other College Heads of House and senior University members.
• Other administrative duties delegated from time to time by the President and appropriate to the grade of the post.

GENERAL
• Work with the Archive Advisory Group and maintain College filing system, archiving as appropriate.
• Prepare academic year meetings, social dates, committee membership lists and College Officers’ lists each year for approval by Governing Body and update College Lists and calendar as appropriate.
• Update the College Handbook annually.
**Additional Responsibilities:**

**Decision Making Authority:**

**Budgetary Responsibility**

None.

**Practical / Physical Requirements:**

None.

**Briefly state any other relevant information:**

Need to be available during term time.

*The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.*

<table>
<thead>
<tr>
<th>Reviewed By:</th>
<th>Click here to enter text.</th>
<th>Date:</th>
<th>Click here to enter date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By:</td>
<td>Click here to enter text.</td>
<td>Date:</td>
<td>Click here to enter a date</td>
</tr>
</tbody>
</table>