

JOB DESCRIPTION

SCHOLARSHIPS ADMINISTRATOR

Summary of job

Member of team handling student queries, applications for financial support, offers of scholarships and all matters relating to the Trust's core business of enabling students to benefit from an education at the University of Cambridge.

Main responsibilities

Responsibility for all matters relating to students in residence, including:

- maintaining the Trust's database records of awards;
- authorising payments for scholarship emoluments, including fees to students' Colleges, maintenance to students and other grants for a variety of purposes;
- running reports from CamSIS (the University's system for handling student information, records and transactions) on residency which affect payments for Trust funded students and taking appropriate action with regard to periods of Leave to Work Away, intermission, and discontinuing etc.;
- assisting with visa requirements, providing letters to students for such purposes according to the terms and conditions of their awards;
- being the first-line response for hardship cases, overruns, appeals, crises, including interviewing students when required;
- advising students on the processes of making applications for additional funds;
- liaising with funding partners about specific reporting;
- auditing and keeping records of research grants paid by the Trust on behalf of certain scholarships which include other allowances;
- following up additional emoluments available to certain students on partner-funded scholarships, i.e. travel, thesis etc.;
- editing the Trust's online Student in Residence form for a variety of purposes;
- improving and updating the Trust's electronic Guidelines for Scholars ;
- assisting in the processing of new graduate applications for funding;
- working as part of the scholarship team to produce shortlists of applicants for funding partners to consider for their scheme awards;
- helping the scholarship team with all other aspects of funding applications.

External relationships

University offices including, Student Registry, Graduate Admissions, Schools, Departments, Colleges, student supervisors and officers dealing with student administration and welfare.
Cambridge Trust funding partners.

Other organisations which offer hardship support to overseas students.

Person specification

- Strong attention to detail.
- A high level of IT skills (Microsoft Office suite, and ability to use Databases essential).
- Ability to work under instruction, as part of a team, and on own initiative.
- Organised and self-motivated with strong administrative skills.
- Outgoing and confident, with a flexible approach to work; willing to adapt to changing situations.
- Ability to interact with a wide range of people.