College Departments and their Roles

**Admissions**

The Admissions team correspond with potential and actual applicants for admission; liaise with the relevant University offices; oversee the content, design, production and distribution of promotional materials, including the Admissions and Student Life sections of the College website; maintain links with schools; manage the operation of all Open Events; and organise and conduct College tours and meetings with Directors of Studies for potential applicants.

The **Admissions Tutor** reports to the Senior Tutor and is responsible for overseeing all aspects of undergraduate admissions; she is responsible for the number of undergraduates admitted each year and is the College' representative on the University Admissions Forum.

The **Admissions Co-ordinator** runs the Admissions Office; she is responsible for dealing with general enquiries, all computer-related aspects of the admissions process, and for the administration of interviews, school visits and Open Events.

The **Schools Liaison Officer** maintains and develops contacts with schools in our target areas, undertakes visits to schools and organises visits to Newnham by school groups. She organises the Subject Taster Days and the Woolf Essay Prizes, and also participates in many of the other admissions activities of the College.

**Alumnae Office**

See Roll and Development Office.

**Archives**

The **College Archivist** is responsible for the care of the College’s archival material, including answering queries, assisting visitors to the Archives, and dealing with requests for reproduction of items of which the College has ownership and/or copyright.

**Bursary**

The **Bursar** is responsible, under the direction of the College Council, for all matters affecting the College finances and management of the College estate, properties, trust and other funds, and in particular:

- financial and investment matters;
- legal matters;
- personnel policy and compliance with personnel legislation;
- policy relating to the maintenance and development of the College estate and properties, in collaboration with the Domestic Bursar, and oversight of major projects; and
policies for the purchase and use of IT for academic, administrative and educational purposes.

In addition to the Bursar’s Secretary, the Bursar is supported by the College Accountant, the Accounts Manager, the Accounts Administrator, the Student Accounts Administrator and the Accounts Assistant.

Catering

The Catering Manager is responsible to the Domestic Bursar for the provision of all catering services including day-to-day provision for students, Senior Members and staff; formal College occasions, in consultation with the High Table Steward; academic functions and the College’s conference business. He is responsible to the Wine Steward for the management of the College’s wine cellar.

The Catering Manager is responsible for the Hall Manager / Deputy Catering Manager, Head Chef, the Catering Accounts Administrator and the kitchen staff.

College Office

The College Secretary is Secretary to the College Council and responsible for:

- servicing the Council, Governing Body and certain other committees;
- the preparation and dissemination of information concerning personnel, procedures, occasions and news;
- keeping the College’s committee structure and business under review, including drawing up guidance and codes of practice;
- with the College Archivist, records management;
- supporting the Bursar in ensuring the College’s compliance with Data Protection and Freedom of Information legislation;
- providing assistance to the Senior Tutor in relation to academic appointments;
- supporting the High Table Steward regarding the programme of Formal Occasions, and the President of the Senior Combination Room (SCR) in matters relating to the SCR;

and is involved in the development of the College’s website and intranet.

The College Office Administrator supports the College Secretary in all her administrative duties and also provides support to Senior Members in their College business and to Committee secretaries. She looks after arrangements for certain key occasions at the beginning and end of each academic year and is responsible for information about the College, its people and its procedures on the website and the intranet.

Communications

The Communications Director is responsible, under the management of the Principal, for enhancing the College’s public profile by:

- developing and delivering the College’s communications strategy;
establishing and maintaining the College’s social media feeds;  
proactive engagement through the College website, social media and with traditional media; and  
assisting with the redesign of the College website and managing it in conjunction with the offices responsible for individual sections.

Conference and Events Office

The Domestic Bursar has overall responsibility for conference matters, and the Conference and Events Co-Ordinator is responsible to the Domestic Bursar for the detailed arrangements.

Counsellors

The College Counsellors are responsible to the Senior Tutor and provide support for Junior Members (students).

Development Office

See Roll and Development Office.

Domestic Bursary

(See also the separate entries for each department.)

The Domestic Bursar is responsible for:

- Catering organisation, in which she is supported by the Catering Manager, the Hall Manager/Deputy Catering Manager, Head Chef and Catering Accounts Administrator;  
- Conferences, in which she is supported by the Conference and Events Co-Ordinator;  
- Domestic and Household organisation, in which she is supported by the Head Housekeeper, the Deputy Head Housekeeper and the Linen Room Supervisor;  
- Gardens, in which she is supported by the Head Gardener;  
- Maintenance, in which she is supported by the Buildings Manager; and  
- Porters’ Lodge, in which she is supported by the Head Porter and Deputy Head Porter.

She is the College’s Fire, Health and Safety Officer.

Gardens

The Head Gardener is responsible to the Domestic Bursar for the maintenance of the College gardens and playing fields, subject to any direction of the College Council through the Gardens Committee.

The Head Gardener is supported by a team of gardeners.
Housekeeping

The **Head Housekeeper** is responsible to the Domestic Bursar for domestic arrangements including the cleaning, servicing and furnishing of College accommodation, and bookings for College Guest rooms.

She is responsible for the **Deputy Head Housekeeper**, the **Linen Room Supervisor**, **Hall Porters** and the **Domestic Assistant** staff.

IT Department

The **IT Manager** is responsible for running the College’s Computer Centre and for advising on its use, for the maintenance and development of the College’s academic and administrative networks and for advising all members of the College on their use.

The IT Manager is supported by the **IT Officer**.

Library

The Library holds some 100,000 volumes, including approximately 6,000 rare books. The collection is kept as relevant, up-to-date and useful as possible by the annual purchase of over 1,000 new titles to support students in all subjects. The Library also offers general and interdisciplinary reading, a good reference collection, a selection of periodicals and newspapers, and access to e-resources. Library services are provided by Newnham College Library Company Limited (NCLCL), a wholly-owned subsidiary company of the College.

The **College Librarian** is supported by the **Senior Library Assistant**, two **Library Assistants**, and the **Library Graduate Trainee**.

Maintenance

The **Buildings Manager** is responsible for the general maintenance of the College and its facilities and is the College’s **Deputy Fire, Health and Safety Officer**.

He is responsible for the **Senior Tradesperson** and a team of general and specialist maintenance staff including carpenters/joiners, electricians, painters and plumbers.

Nurse

The **Nurse** is responsible to the Senior Tutor for the College Nurse’s Surgery, providing care principally for the Junior Members (students) during Full Term.

Porters’ Lodge

The **Head Porter** is responsible to the Domestic Bursar for College security, the reception of visitors, supervision of the telephone switchboard and mail delivery systems, and for the management of the Porter staff. She is supported by the **Deputy Head Porter** and a team of **Porters**.
Principal's Lodge

The Principal's Secretary is responsible for the provision of secretarial support to the Principal, assists with the administration of Research Fellowship competitions and supports certain committees responsible for academic planning and Senior Members’ support.

The Principal’s Housekeeper is responsible to the Head Housekeeper for the domestic arrangements in the Principal’s Lodge and is supported by a Domestic Assistant.

Roll and Development Office

The Development Director and Registrar of the Roll is responsible to the College Council for all aspects of the College’s fundraising activities. She is responsible for the Register of all members of the Roll (the College’s alumnae), is Secretary of the Roll Committee, publishes the annual Roll Letter, arranges Roll events and liaises with the Associates. She is supported by five administrative staff, who comprise the Roll and Development Team: a Senior Development Officer, a Development Officer, an Alumnae Events Officer and two Development Assistant & Gifts Administrators.

Together the Roll and Development Team:

- Organise the annual cycle of Alumnae events both in and outside College, as well as other events involving Roll Members;
- Support the Roll Committee, regional and overseas Roll Groups, the Associates and the Guild of Friends;
- Manage enquiries and visits from Roll Members;
- Commission and sell College merchandise;
- Maintain the fundraising and alumnae relations database;
- Maintain the Alumnae pages of the College website; and
- Organise fundraising campaigns and produce fundraising literature.

Skilliter Centre for Ottoman Studies

The Skilliter Centre for Ottoman Studies supports research into the history, literature and culture of the Ottoman Empire. The Skilliter Centre Library consists of a research collection of over 10,000 books mainly focussed on Ottoman history, and a rare books collection of nearly 180 volumes. The Director is responsible for organising the Centre’s conferences, seminars, annual awards competition for visiting scholars, and joint projects with other research institutions abroad.

Tutors and Tutorial Office

The Senior Tutor is responsible for overseeing education provision and student welfare. She is also the College’s Disability Liaison Officer.

The Tutors and Assistant Tutors oversee the welfare of undergraduate students allotted to them.
The **Financial Tutor** is responsible for correspondence with Local Education Authorities concerning changes in circumstances of individual award holders and, together with the other Tutors, for giving advice to individual students about the funds to which they might apply.

The **Graduate Tutor** has general responsibilities for the graduate community, including admissions policy, administration and accommodation, and liaison with the Middle Combination Room (MCR, the graduate community).

The Graduate Tutor and **Assistant Graduate Tutors** provide pastoral care and advice to the graduate and postgraduate students.

The **Tutorial Office Manager** is responsible for the day-to-day running of the Tutorial Office including:

- the maintenance of current students’ records including liaison with the University’s central offices;
- overseeing the submission of University examination entries and requests to take examinations under special conditions;
- upholding visa regulations and contact for students;
- providing certificates of matriculation, examinations passed and graduation;
- organising graduation (including MA and General Admission);
- publicising funds and awards available for all students;
- graduate admissions; and
- the preparation and updating of College information over a wide range of student-related activities.

She is supported by two **Secretarial Assistants**.