Job Description

Job title:	**EA to the Senior Tutor**
Department:	Tutorial
Location:	Murray Edwards College
Purpose of role:	To provide administrative support to the Senior Tutor
Line manager:	Senior Tutor
Line manages:	N/A
Salary Band:	Band 5

Manage logistics for meetings, events, and overseas business, including registration, accommodation, travel and special needs such as visas and liaise with external representatives and coordinate itineraries.

Compose letters, emails, speeches and other various correspondence at the direction of the Senior Tutor.