

JOB DESCRIPTION

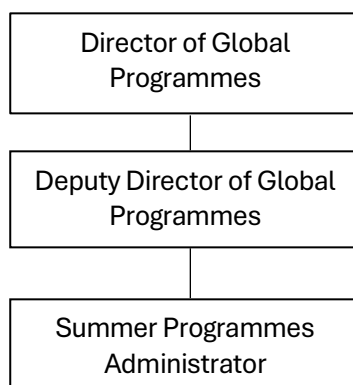
Temporary Summer Programmes Administrator

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Department Structure



Reporting to: Deputy Director of Global Programmes

Also supporting: Global Programmes Manager, Senior Global Programmes Administrator and Global Programmes Administrator

Close working with: Director of Global Programmes, temporary programme staff including Summer Programme Coordinators, Lecturers and Girton student employees (Student Ambassadors), staff across Girton, as well as staff across the University and contacts at partner institutions overseas as appropriate.

Purpose of Job

Since 2017 Girton College has organised its own summer programmes for undergraduate students at universities around the world.

Reporting to the Deputy Director of Global Programmes, the Temporary Summer Programme Administrators will provide general administrative support for the Global Programmes department.

Role Duties and Responsibilities

Overall Responsibility:

- Working with the Global Programmes Team to provide excellent administration support and coordination to the Summer Office, other college departments and staff to ensure the smooth and efficient running of all summer programme activities.
- Support the Global Programmes team with checking and updating documents to ensure accuracy.

Accommodation and Facilities Administration:

- Assist with booking meals, bedrooms and teaching rooms into the College Event Database Kinetics; update the system with changes throughout the programmes.
- Liaise with IT department in the swipe card preparation before group arrivals and after group departures, including creating and printing labels.
- Help with troubleshooting to resolve any summer programme related issues such as late changes to student bedrooms, catering or teaching rooms, coordinating with relevant college staff and updating any changes on Kinetics.

Summer Programmes Administration:

- Produce welcome pack materials for students and employees.
- Assemble check in and check out boxes for all programmes.
- Create and print lists for course attendance, exams, lecturer packs, timetables, and day trips.
- Work with Global Programmes Administrators to update Moodle with programme information.

Travel Administration:

- Book and amend coach transportation for daytrips and airport arrivals and departures as required.
- Keep accurate records of all coach travel for the department.
- Generate and make changes when needed to day trip itineraries and activity bookings as required.

Requirements:

- The work is computer based. Ability to sit at a computer and work viewing a screen is important for success in the role.
- All work in the department relies on the use of Microsoft Excel and Word, and Kinetic Database.

Overtime is not expected, however all hours worked over and above contracted hours will be paid as overtime at the normal hourly rate.

PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications & Experience	Essential	Desirable
Excellent IT skills, including email systems and Microsoft Office (Word, Excel, Outlook)	✓	
The ability to work quickly and accurately, with excellent attention to detail and to tight deadlines	✓	
The ability to prioritise own workload and to work with minimal supervision	✓	
Excellent organisational skills and the ability to cope with a varied and demanding workload	✓	
Excellent oral and written communications skills, including accurate spelling and grammar	✓	
Experience of using room booking software, especially Kinetics		✓
Skills and Knowledge	Essential	Desirable
Solid and demonstrable experience of working in a relevant administrative role.	✓	
Previous experience working in a University or College environment		✓
Personal Qualities	Essential	Desirable
Excellent interpersonal skills and the ability to work as part of a team	✓	
Reliability, trustworthiness, and the ability to maintain confidentiality	✓	
Flexibility, problem-solving and being a self-starter	✓	
Being committed to outstanding service delivery for all programme participants and staff	✓	

Girton College is committed to providing equality of opportunity. As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010. Applications are welcome from candidates of all backgrounds particularly from those belonging to groups that are underrepresented in similar roles among Cambridge Colleges.

EMPLOYMENT BENEFITS

Salary	£26,942 - £30,805 per annum (pro-rata for the length of contract) + benefits (Girton Single Spine Points 29-34)
Working arrangements	35 hours per week, normally to be worked Monday to Friday.
Contract term	Fixed term from 02 June until mid-August 2025
Annual leave	34 days (inclusive of bank holidays) per annum, pro-rata for the part-year contract.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Employee Assistance Programme Workplace Pension Cycle to Work Scheme Electric Car Scheme Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme <p><i>Some of the above are non-contractual</i></p>