

JOB DESCRIPTION: Temporary Summer Programmes Administrator

- Responsible 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 Lecturers and Student Ambassadors (SAs), students attending programmes, staff across Girton, as well as staff across the University and contacts at partner institutions overseas as appropriate.

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.

Purpose of Job

Reporting to the Deputy Director of Global Programmes, the Temporary Summer Programmes Administrator provides general administrative support for the Global Programmes department.

Role Duties and Responsibilities

General administration:

- Working with the Global Programmes team and responsible for general departmental administration, including record keeping and dealing with enquiries, filing, mailing, general data entry and ordering stationery and other office supplies.
- Liaise with College departments (including HR, Finance, IT, Catering, Conferencing, House Services and Nurses) as directed to ensure all arrangements are in place for programmes, as well as the University's International Student Team.
- Assist with production and distribution of all summer handbooks and other documentation for Student Ambassadors, Daytrip Leaders and Instructors.
- Contribute to post-programme and annual reviews as required.

Accommodation and Facilities Administration:

- Help resolve any summer programme related issues, make changes in relation to student room maintenance requests, relocations, and any other accommodation related issues.
- Input all information relating to student and SA accommodation, teaching rooms and catering onto Kinetics, in liaison with House Services, Catering team and the Conference Office as needed.
- Liaise with IT department regarding all programme-related IT requirements, e.g. swipe cards, access permissions, and manage swipe card assignment, collection and return.

Summer Programmes Administration:

- Support the Global Programmes Manager with any changes to programme timetables and crosscheck against bookings and staff availability to ensure their accuracy.

- Print and collate welcome packs for students, SAs, lecturers.
- Produce course attendance lists, porter emails and any other communications as required.
- Work with Global Programmes Administrators to update Moodle.
- Assist with copyright permissions for course reading material, scan, and upload to Moodle.
- Support Global Programmes Administrators with the exams process, tracking receipt of grades and assessments, and produce transcripts and certificates as directed.
- Help with the end-of programme wrap up and ongoing support to students and partner universities and organisations as directed.
- Ensure that all end-of-programme documentation, including feedback forms are updated and completed by students and lecturers.

Travel and Health and Safety Administration:

- Generate and make changes to day trip itineraries and activity bookings as required. .
- Book and amend transportation for daytrips and airport arrivals and departures as required.

NB: The candidate must show flexibility in working hours, as this role will require both evening and weekend work between these months. All hours worked over and above contracted hours will be paid as overtime at the normal hourly rate.

This job description may be subject to change, following consultation between the appropriate College Officers and the post holder.

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 and 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	✓	
Knowledge of Health and Safety at Work, particularly Risk Assessments, and GDPR requirements.		✓
Experience of using room booking software, especially Kinetics		✓
Personal Qualities		
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	✓	
The ability to work with and for all members of the College community, Fellows, staff and students	✓	
Experience	Essential	Desirable
Solid and demonstrable experience of working in a relevant administrative role.	✓	
Previous experience working in a University or College environment		✓

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

Salary	£25,742 - £29,605 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. Please note that due to the nature of the Summer Programme, there may be occasional evening and weekend work throughout the length of the contract. All hours worked over and above contracted hours will be paid as overtime at the normal hourly rate.
Contract term	Fixed term from 03 June 2024 until mid-August 2024.
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"> Workplace Pension (subject to eligibility and 3 months' service) Cycle to Work Scheme (subject to eligibility) Access to Healthcare (subject to eligibility) Gym & swimming pool Free staff refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme (subject to availability and eligibility) Free Parking on-site <p><i>Some of the above are non-contractual</i></p>