



GIRTON COLLEGE

University of Cambridge

Admissions Officer

- Salary £27,511 to £31,865 (University scale points 35-40) per annum, depending on experience.
- Permanent, Full-time position: 35 hours per week.

We are currently seeking an experienced administrator to join our busy Tutorial & Admissions Office. The Admissions Officer will take responsibility for administering the undergraduate admissions process from the point of application through to confirmation and admission.

The successful candidate will be able to demonstrate substantial relevant administrative experience, preferably gained within a university or College environment. Moreover, they will have excellent organisational and IT skills, in addition to a flexible and willing attitude.

We offer 34 days' annual leave, inclusive of Bank Holidays (pro-rata for part-time employees), contributory pension scheme, on-site parking, use of gym and swimming pool, free lunch plus other benefits commensurate with working for a large Cambridge University College.

Further details are available on <https://www.girton.cam.ac.uk/work-at-girton> or e-mail recruitment@girton.cam.ac.uk

To apply, please submit a CV and a covering letter detailing how your skills and experience match the person specification to recruitment@girton.cam.ac.uk

Closing date for applications: 9.00am, Friday 30th April 2021.

We currently anticipate interviews will take place between 13th and 21st May 2021.

Please note that the College has a responsibility to ensure that all employees are eligible to live and work in the UK.

The College is an Equal Opportunities employer encouraging diversity and inclusion.

