



# GIRTON COLLEGE

University of Cambridge

## Postgraduate Administrator

- 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 Postgraduate Administrator will take responsibility for administration concerning postgraduate students, including the admissions process and ongoing postgraduate tutorial support.

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.

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](mailto:recruitment@girton.cam.ac.uk)

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

**Closing date for applications: 9.00am, Friday 30<sup>th</sup> April 2021.**

**We currently anticipate interviews will take place between 13<sup>th</sup> and 21<sup>st</sup> 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.

