



GIRTON COLLEGE

University of Cambridge

Summer Programmes Manager

- **Salary £31,865 (40) to £36,914 (45) (University scale points 40-45) per annum, depending on experience.**
- **Permanent, Full-time position: 35 hours per week.**

We have an exciting opportunity for a Summer Programmes Manager to join our busy Summer Programmes department. This is a new position, which will manage the summer programme for international undergraduate students (whilst the programme is in residence) in addition to taking a lead on the marketing and student recruitment throughout the year.

The successful candidate will be able to demonstrate similar experience of working on short-term programmes for international students, in addition to using marketing and social media to attract new business. Moreover, they will have demonstrable experience of establishing good working relationships with international students, colleagues, and other internal and external stakeholders, whilst providing exceptional customer service.

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

Further details are available on <https://www.girton.cam.ac.uk/work-at-girton>

How to apply?

- Please send your CV and Covering letter to recruitment@girton.cam.ac.uk
- If you require additional information or support, please e-mail recruitment@girton.cam.ac.uk

Further information

- Job Description (PDF)
- Job Advert (PDF)
- Please note 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

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

Interviews are expected to be held week commencing 10 May 2021.

