



GIRTON COLLEGE

University of Cambridge

Job Description

Summer Programmes Manager

Post Title:	Summer Programmes Manager
Reporting to:	The Director of Summer Programmes
Close working with:	Director of Summer Programmes, Summer Programme Administrators, temporary programme staff including Lecturers and Student Assistants (SAs), students attending programmes, staff across Girton, as well as staff across the University and contacts at partner institutions overseas as appropriate.

Role Purpose: Reporting to the Director of Summer Programmes, the Summer Programmes Manager is a newly-created role which will involve managing Girton's summer programmes for international undergraduate students while the programmes are in residence, and taking a leading role in our marketing and student recruitment efforts throughout the year. Working alongside the summer programme administrators the post-holder will also have a key role to play in the administration of the programmes and their future development.

Role Duties and Responsibilities:

1. Summer Programme Management

Management of Social Programme and Student Assistants

- Assist the Director of Summer Programmes with SA training, and the planning of SA rotas to ensure there is sufficient cover at all times during classes and social activities.
- Manage the SA teams on the various summer programmes, ensuring that high standards are met and relevant College policies are adhered to.
- Oversee social activities on summer programmes.
- Check teaching room bookings and ensure that classrooms are set up correctly.
- Liaise with the Director to ensure that all summer programme office hours, Formal Halls, student arrivals and departures are staffed, and any staffing or student issues are addressed in a timely manner.
- Manage the system of SA expenses.

Manage the Summer Programmes Office

- Manage the Summer Programmes office during office hours while the programmes are in residence, deal with enquiries and requests from staff and students, and allocate tasks to SAs as needed.
- Liaise regularly with the Director and the Summer Programmes Administrators to ensure that all administrative tasks are covered.
- Report any summer student or staff incidents and accidents, following appropriate procedures.

Programme Arrivals and Departures

- Lead student arrival/orientation sessions, acting as the point of contact in the case of flight delays etc. Coordinate the SAs on duty to ensure all aspects of student registration run smoothly.
- Be present at the welcome buffet and give a short welcome/orientation talk.
- Oversee student departures. Coordinate the SAs on duty to collect keys and College equipment from students and, where appropriate, direct students to the correct bus for transfer to the airport.

Formal Dinners

- Lead evening Formal Halls which take place during summer programmes. Liaise with catering staff, front of house staff and SAs to ensure the smooth and professional running of these evenings, and act as a host to accompanying staff from students' home universities.

On-Call Cover

- Provide on-call cover as part of a rota, responding to student emergencies or serious problems as needed out of hours.

2. Marketing and Student Recruitment

Marketing

- Assist with the development and production of promotional materials.
- Assist with developing marketing strategies for specific target markets.
- Research prospective target universities and maintain a database with university contact information and any previous contact with Girton.
- Maintain, and where appropriate, develop the Department's web pages, including updating programme, course, instructor, and visual content, and creating new content for pages.
- Develop a social media strategy to assist with marketing efforts.
- Maintain contact with programme alumni.

Student Recruitment

- Maintain contact with partner universities and initiate new relationships with overseas institutions, in consultation with the Director.
- Coordinate efforts to expand the recruitment of high-quality students for summer

programmes.

- Organise and prepare presentations for recruitment visits to universities overseas.
- Visit overseas universities and attend relevant study abroad conferences, as required.

3. Other duties

- Administration for summer programmes, including general administrative duties and programme reviews, assessing applications, and making admissions decisions.
- Take part as required in the SA recruitment process.
- Assess trends in study abroad and monitor competitors' programmes.
- Assist with the wider strategic development of our programme portfolio.
- Assist with recruitment of lecturers for summer courses.

NB: Between June and September each year, 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 compensated with time off in lieu.

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 and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Attributes	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> ● Experience of working on short-term programmes for international students, at a similarly senior level of leadership. ● Experience of marketing, managing social media channels, and websites as well as creating attractive content in a work context. ● Experience of managing or supervising teams. 	<ul style="list-style-type: none"> ● Previous experience of working in an educational setting, ideally HE. ● Marketing qualification desirable.
Skills and knowledge	<ul style="list-style-type: none"> ● The ability to plan, coordinate and deliver successful summer programmes. ● The ability to establish good working relationships with academic and support staff, and to manage staff teams. ● The ability to work with international students, provide them with clear leadership and offer exceptional customer service. 	<ul style="list-style-type: none"> ● Knowledge of Health and Safety, particularly Risk Assessments. ● Experience of working with international students.

	<ul style="list-style-type: none"> • Knowledge of the higher education sector and study abroad. • Excellent IT skills, including Microsoft Office and email systems, including Outlook, Word, Excel, PowerPoint, and Google Calendar. • Excellent organisational skills and experience of working under pressure with a varied and demanding workload. • Excellent written and interpersonal communication skills. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work well with a wide variety of people at all levels throughout college and outside. • Capable of working independently; able to take initiatives and decisions as appropriate; able to judge when it is important to consult or refer. • The ability to prioritise own workload and to work with minimal supervision. • A friendly, positive, and encouraging approach. • The ability to be flexible and adapt to changing circumstances. • Reliability, trustworthiness, and the ability to maintain confidentiality. • Being committed to outstanding service delivery for all programme participants and staff. 	

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.