Job Description

Summer Programmes Administrator

Post Title: Summer Programmes Administrator
Reporting to: Director of Summer Programmes
Also supporting: Senior Summer Programmes Administrator
Close working with: Director of Summer Programmes, Summer Programmes Manager, Senior Summer Programmes Administrator, 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 International Programmes, the Summer Programmes Administrator provides general administrative support for the summer programmes department.

Role Duties and Responsibilities:

General administration:

- Working with the Senior Administrator, 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) to ensure all arrangements are in place for programmes, as well as the University’s International Student Team.
- Assist with fixed-term staff recruitment processes, including arranging interviews, interviewing candidates, taking up references, and making decisions on applications as needed.
- Assist with creation of handbooks and other documentation for Student Assistants, Daytrip Leaders and Instructors.
- Process and reconcile department credit card statements, expenses claim forms and guest speaker payment forms.
- Contribute to post-programme and annual reviews.
Accommodation and Facilities Administration:

- Book accommodation and teaching room requirements for all summer programmes, and help resolve issues, such as student room maintenance requests, relocations and any other accommodation issues.
- Input bookings and data relating to the catering and activity requirements of the Department for students and staff in co-operation with the relevant College departments.
- Input of all information relating to accommodation, teaching rooms and catering onto Kinetics, in liaison with the Conference Office.
- Liaise with IT department regarding all programme-related IT requirements, e.g. swipe cards, access permissions, and manage swipe card assignment, collection and return.
- Liaise with Housekeeping regarding room setup and IT equipment needs etc.

Summer Programmes Administration:

- Communicate with students and partner university contacts throughout the programme lifecycle and track all applications data.
- Update web forms, process student applications, prepare invoices and track payments.
- Prepare Memorandums of Understanding, send to partners and track receipt of signed copies.
- Issue and send visa support letters to incoming students.
- Update all programme handbooks and other materials for students, SAs, lecturers.
- Assist with the creation of 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 other communications.
- Set up and administer courses on Moodle, including the upload of lecture recordings.
- Check copyright permissions for course reading material, scan and upload to Moodle.
- Administer the exams process, tracking receipt of grades and assessments, and produce transcripts and certificates.
- Help with the end-of programme wrap up and ongoing support to students and partner universities and organisations.
- 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 day trip itineraries and make activity bookings
- Book transportation as needed for daytrips, as well as for airport arrivals and departures
- Update Health and Safety documentation and assist with reviewing Risk Assessments for student activities
- Liaise with Girton nurses and catering regarding health and dietary requirements

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

Between June and September each year, the candidate must show flexibility in working hours and commitment.
**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.*

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<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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| Skills and knowledge| • Excellent IT skills, including email systems, Microsoft Office (including Word and Excel)  
• 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 communication 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          | • Solid and demonstrable experience of working in a relevant administrative role is  
|                     |                                                                                                                                           | • Previous experience working in a University or College environment |

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.