

## JOB DESCRIPTION

### GLOBAL PROGRAMMES ADMINISTRATOR

#### College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

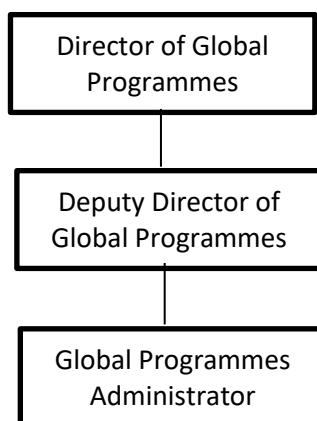
Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

#### Role Purpose and Department Structure

**Team/ Department:** Global Programmes

**Reporting to:** Deputy Director of Global Programmes

**Close working with:** The post holder will work closely with the Director of Global Programmes, Global Programmes Manager, Senior Global Programmes Administrator, temporary Programme staff including Lecturers and Student Ambassadors (SAs), students attending Programmes, staff across Girton, as well as staff across the University and contacts at partner institutions overseas as appropriate.



#### Purpose of Job

Reporting to the Deputy Director of Global Programmes, the Global Programmes Administrator provides general and financial administrative support for the Global Programmes department.

#### Role Duties and Responsibilities

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

General administration:

- Working with the Senior Administrator, responsible for general departmental administration, including record keeping and dealing with enquiries, managing shared email inboxes, filing, mailing and general data entry when required.
- Responsible for managing inventory, ordering stationery and other office supplies for the department ahead of each summer.
- Liaise with College departments (including HR, Finance, IT, Porters' Lodge, Catering, Conferencing, House Services and Nurses) as needed to ensure all arrangements are in place for programmes ahead of each summer and in coordination with members of the Global Programmes Team.

Finance:

- Responsible for tracking all student payments for Open Programmes.
- Responsible for liaising with the College Finance Department to invoice summer programme partners.
- Responsible for tracking coach company invoices and liaising with the Finance Department for correct programme allocation and payment.
- Process and reconcile department credit card statements, expenses claim forms and guest speaker payment forms.
- Lead on creating and sending invoices to partners from Kinetics, liaising with the College Finance team and partners on all enquiries.

Global Programmes Administration:

- Responsible for preparing Memorandums of Understanding, liaising with College Bursary for authorisation, sending to partners and track receipt of signed copies.
- Update web forms and assist with the process of student applications
- Download all student applications and liaise with the Programme Manager on offers made, sending payment information when required.
- Responsible for coordinating with all instructors to obtain and update course outlines and syllabuses.
- Responsible for copyright check permissions for all summer programme course reading material, scan and upload to Moodle.
- Responsible for setting up and administering all courses on Moodle, including the upload of lecture recordings.
- Produce course attendance lists, porter emails and other communications.
- Book all coach transportation for daytrips, and airport arrivals and departures.
- Generate day trip itineraries and make activity bookings
- Assist with the booking of teaching rooms, audio visual equipment, catering and bedrooms for all summer programmes as required, help resolve issues as they arise in cooperation with the relevant college departments.
- Assist with the issue and sending of visa support letters to incoming students and accompanying staff as required.
- Lead and coordinate with the production and update of handbooks and other documentation for Students, Accompanying Staff, Student Ambassadors, Daytrip Leaders and Instructors ahead of each summer.
- Assist with the administration of the exams process, tracking receipt of grades and assessments.
- Producing transcripts as required, responsible for producing all programme certificates.
- Responsible for ensuring that all end-of-programme documentation, including feedback forms are updated and completed by students and lecturers.

- Lead on the coordination and production of post-programme and annual student and Instructor reviews at the end of each summer.

***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.***

#### General

- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.
- Any other reasonable duties as requested by the Head of HR.

**Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.**

## PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Skills and Experience	Essential	Desirable	Method of assessment
A minimum of one year's experience of working in an administrative role	✓		CV and Cover Letter  Interview  References
Previous experience working in a University or College environment		✓	
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 your 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	✓		
Experience of using room booking software, especially Kinetics		✓	
Experience of invoicing and financial controls		✓	
Personal qualities	Essential	Desirable	Method of assessment
Excellent interpersonal skills and the ability to work as part of a team	✓		CV and Cover Letter  Interview  References
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	✓		

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

## EMPLOYMENT

<b>Salary</b>	USSS Point 29 - 34 - £26,942- £30,805 (Pro-rata) (depending on skills and experience).
<b>Working arrangements</b>	Part time (21 hours per week)
<b>Contract term</b>	Permanent
<b>Annual leave</b>	Pro-rata of 26 days paid holiday plus 8 public holidays.
<b>Other</b>	<p>We also offer:</p> <ul style="list-style-type: none"> <li>Life Assurance 3 X Annual salary</li> <li>Employee Assistance Programme</li> <li>Workplace Pension</li> <li>Health Cash Plan (MediCash)</li> <li>Cycle to Work Scheme</li> <li>Electric Car Scheme</li> <li>Gym &amp; swimming pool</li> <li>Free Staff Lunch and refreshments</li> <li>Staff discount to hold private events in College</li> <li>Local Discounts via the University</li> <li>Access to a Holiday Playscheme</li> <li>Agile Working</li> </ul> <p><b><i>Some of the above are non-contractual</i></b></p>