

JOB DESCRIPTION

College Office Administrator

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. Founded as the UK's first residential institution for the higher education of women, Girton was part of a global movement for the full participation of women in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive and supportive community, with academic excellence, intellectual curiosity, and widening participation at its core. Today, the College is home to around 900 students, 150 Fellows, and over 135 professional and operational colleagues.

Set in more than 50 acres of greenbelt, Girton combines rich Victorian heritage with outstanding contemporary facilities, offering a distinctive collegiate environment just outside the centre of Cambridge. The College provides a holistic educational experience, combining academic rigour with a vibrant cultural and social life, and extensive opportunities for personal development.

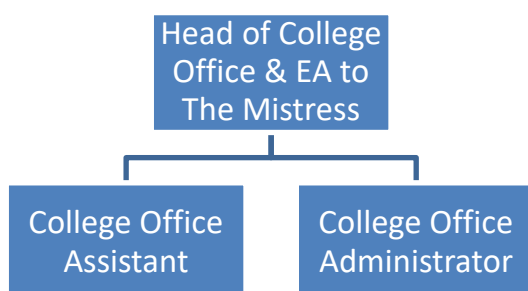
Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.

Role Purpose and Department Structure

Team/ Department: College Office

Reporting to: The Head of College Office

Close working with: The Head of College Office, College Office Assistant, Communications Team, Head of Governance, Fellows, Philanthropy & Alumni, Student Services, and other College departments as required.



Purpose of Job

- To provide all-round administrative support to the annual College Competition Prizes process.
- To provide general administrative support to the College Office and under the direction of the Head of the College Office.

Role Duties and Responsibilities

The following describes the typical (but not exhaustive) list of duties and responsibilities of the postholder, divided into subsections for clarity.

Administration of annual College Competition Prize process

- **End-to-end administration of College Competition Prizes c.6:** Manage the full life cycle of the prizes on an annual basis, each with different timelines, criteria and processes.
- **Scheduling and coordination:** Develop and maintain annual prize timelines, ensuring all key milestones (launch, nominations, judging, awards event) are met.
- **Application process:** Oversee calls for entries, receive and log submissions, ensuring all submissions meet eligibility criteria and maintain accurate records.
- **Judging process support:** Coordinate judging panels, prepare briefing materials, manage any conflict of interests, collate scores/feedback and support the judging panel with the decision-making process.
- **Communications/documentation:** Liaise with the Communications Team on prize related comms, guidelines, and announcements. Responsible for preparation of letters, certificates and communication to prize participants.
- **Award Event Coordination:** Oversee and coordinate all administrative and logistical arrangements relating to prize events or award ceremonies. This includes confirming dates, room bookings, equipment requirements, refreshments/dinners, issuing invitations, liaising with Fellows, Student Services and Philanthropy & Alumni where relevant, and supporting on-the-day arrangements where appropriate. Please note that this will include attendance at the event/award ceremony to support its smooth running and may require some evening and/or weekend work. Time off in lieu should be pre-approved by the Head of College Office on such occasions.
- **Report and evaluation:** In liaison with the relevant Department, prepare post-prize feedback reports and advise on process improvements where necessary.

General Administrative Support to the College Office Support occasional cross-departmental administrative tasks in collaboration with other teams, in agreement with the Head of College Office. This includes support to the EA to the Bursar with the annual College Choir Tour at periods of increased workload.

- Provide administrative support to the College Office Assistant for College Office-led events where required, including coordination of logistics and communications.
- Light administrative support to the Head of Governance and College Registrar during periods of increased workload, as directed by the Head of College Office.
- Light administrative support to the Communications team, as directed by the Head of College Office
- General office duties such as managing general enquiries via all communication channels, photocopying, printing, and maintaining office supplies i.e. refreshments etc.
- Assist with the maintenance of all College Office associated electronic and hard copy records in line with GDPR regulations and best practice, including the contact database, Raiser's Edge.
- Pro-actively manage, review and complete Microsoft Teams tasks.
- Manage the shared College Office inbox and forward email correspondence to relevant members of staff as necessary.
- Work with the College Office Assistant to provide light-touch administrative support to the Music Society in liaison with the Director of Music and in agreement with the Head of College Office.

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
Experience of working in an administrative role to a high standard, gained in a busy office environment.	✓		CV and Cover Letter Interview References
Excellent IT skills and highly competent using the full suite of Microsoft Office products including MS Teams and SharePoint	✓		
Excellent working knowledge of entering and maintaining information on databases	✓		
Highly organised, process driven and detailed-oriented	✓		
Able to work under pressure using own initiative to meet tight deadlines, both individually and as part of a team.	✓		
Ability to prioritise workload to meet multiple deadlines, forward plan and manage a number of tasks effectively at the same time	✓		
Excellent accuracy and attention to detail and ability to maintain this under pressure	✓		
Experience of working within the Higher Education sector		✓	
Experience with student or prize administration.		✓	
Personal qualities	Essential	Desirable	
Can-do attitude, self-motivated, able to take initiative and work with minimum direction	✓		Method of assessment
Exceptional organisational and planning skills	✓		CV and Cover Letter Interview References
Able to operate with diplomacy and tact with excellent customer service skills	✓		
Calm under pressure and able to manage multiple priorities	✓		
An ability to work to a high standard with excellent attention to detail	✓		
A confident and proactive approach when liaising with people at all levels and working as part of a team	✓		
Professional manner – maintaining confidentiality and discretion	✓		
A flexible, adaptable, and proactive attitude towards work	✓		

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

Salary	USSS Point 30 - 34 £28,592 – 31,861 (FTE)
Working arrangements	5 days a week / 35 hrs a week
Contract term	Permanent, with a six-month probationary period
Annual leave	Pro rata 26 days paid holiday plus 8 public holidays.
Other	We also offer: - Life Assurance 3X Annual salary - Employee Assistance Programme - Workplace Pension - Cycle to Work Scheme - Electric Car Scheme - Access to Healthcare (Medicash) - Gym & swimming pool - Free Staff Lunch and refreshments - Staff discount to hold private events in college - Local Discounts via the University - Access to a Holiday Playscheme <i>Some of the above are non-contractual</i>