ADMISSIONS ASSISTANT
Temporary I Initial 6-month Fixed-Term Contract
Full-time I 35 hours per week I 9:00 – 17:00
Salary - £27,979 per annum

Join our busy and friendly Tutorial Office.

You have excellent communication, IT, organisational and administrative skills. You are educated to degree level or equivalent experience, ideally with an understanding of widening participation and knowledge of the structure and systems of higher education and secondary schools.

The role requires some working outside of normal office hours during admissions interviews in the first half of December.

You will be reporting to the Admissions Officer and will work as part of a team which provides a seamless administrative process from recruitment and admissions of undergraduates to completion of postgraduate degrees.

Duties
▪ Providing administrative support for admissions processes,
▪ Organising events relating to admissions and Widening Participation,
▪ Answering emails from potential applicants, and
▪ Helping with the reporting on Widening Participation and outreach activities.

Previous experience in educational setting or college environment is desirable.

Excellent previous work references are essential.

Further details about this position can be found here

How to apply
Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ, including the following:
  – Please submit your Application Form
  – Explain in a covering letter or email your interest in the position and how your skills and experience fit the person specification
  – Closing date for applications is 12noon on Thursday 28 September 2023
  – Interviews to be arranged with candidates directly

Interviews may proceed before closing date should applicant prove to fulfil job criteria.
Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.
Employees' benefits

- 33 days including bank holidays annual entitlement (pro-rata for Part-time and/or Fixed-Term position)
- Extra day’s holiday every two years, up to a maximum of 30 days holiday in total
- Defined contribution pension scheme
- Meal on duty if available (daily allowance)
- Uniform
- Training and development opportunities
- Medicash health plan (after 3 months of employment)
- Annual bonus scheme (varies and subject to end of year financial results)
- Recruitment incentive (1.5% of the starting salary of your referral)
- Social activities (e.g., end of year celebrations, garden parties, away days, etc.)
- Long Service Awards (gifts from 10 to 40 years of service)

Equal opportunities

Trinity Hall actively supports Equality, Diversity and Inclusion in the workplace and encourages applications from all sections of society. Please help us with this by completing this voluntary monitoring form. You can return it with your application, or we can post you a form on request. Please return it to HR.

Enquiries to jobs@trinhall.cam.ac.uk or tel. 01223 764660