PERSON SPECIFICATION

JOB TITLE
Tutorial Assistant (Admissions & Events)

QUALIFICATIONS / ACADEMIC ACHIEVEMENTS REQUIRED

Essential:

• Good standard of education at or above GCSE (or equivalent) level.
• Good command of the English Language.

Desirable:

• Relevant experience dealing with routine administrative tasks in a busy office environment.

EXPERIENCE

Essential:

• Experience dealing with a diverse range of people, particularly students, and the confidence and ability to communicate clearly and concisely.
• Strong IT skills including Word, Excel, databases and proven experience of using IT developments to improve systems and processes.

Desirable:

• Relevant experience dealing with routine administrative tasks in a busy office environment.
• Experience using Cambridge University databases such as CamSIS.
• Experience of working in a multi-functional office-based role and managing own time.

SPECIAL APPTITUDE REQUIRED

Essential:

• Ability to prioritise tasks and manage own workload to achieve deadlines, often managing conflicting priorities.
• Ability to manage own time effectively and deal with varying working patterns.
• Excellent attention to detail.
PERSONAL DISPOSITION

Essential:

- Confident and outgoing and at ease meeting people and communicating.
- Ability to act with tact, discretion and respect for confidentiality.
- A flexible approach to duties and willingness to assist with any required administrative tasks as required.