



**SIDNEY SUSSEX COLLEGE
CAMBRIDGE**

DEVELOPMENT AND MEMBERSHIP OFFICE INTERN

Sidney Sussex wishes to recruit an intern in the **Development and Membership Office** to assist remotely with the publication of the alumni magazine Pheon and uploading data to the College's alumni database. The requirement is for someone to work a minimum of 25 and a maximum 37.5 hours per week from 10 August for a fixed term of four weeks (although the role may be extended for up to a further fortnight subject to mutual agreement between the successful candidate and the Development Office). All work is to take place between 9 am and 5.30 pm, Monday to Friday, and the postholder will be paid £10.00 per hour.

Responsible for office duties including:

- Drafting, editing and proof-reading text for Pheon.
- Assisting with the design and layout of Pheon and its publication online.
- Drafting appropriate responses to incoming queries related to Pheon.
- Segmenting Pheon recipients into meaningful categories and generating appropriately tailored text for the notification of those categories that Pheon is available online.
- Uploading communications to the College's alumni database.
- Providing other clerical assistance or support where required.

The successful applicant is likely to have the following skills and experience:

Likely to include:

- Excellent and accurate written English.
- Excellent organisation and time management skills with a high level of attention to detail.
- The ability to work independently and manage competing demands and tight deadlines.
- An understanding and appreciation of the importance of keeping personal and sensitive information confidential.
- A friendly and approachable personality and someone who enjoys working in a small team.
- A good working knowledge of Microsoft Office (with a focus on Word).

Desirable:

- Some working knowledge of Adobe InDesign.

The College welcomes applications from current students and recent graduates of Sidney Sussex College. Applications from candidates who are current students at or recent graduates of the University of Cambridge or other tertiary institutions may also be considered.

In order to apply, please send a short covering letter by email to Charles Cadby, Deputy Development Director, at csc55@cam.ac.uk. The closing date for applications is noon on Wednesday 5 August 2020 and interviews are expected to take place by Zoom shortly thereafter.