



Summer Internship - Outreach and Admissions Office

The Outreach and Admissions team are inviting current Trinity undergraduate students to apply for this role. We are seeking a dynamic and organised individual who is enthusiastic about attracting student applications, particularly from under-represented groups. A Summer Student Intern will be responsible for supporting and steering the planning and delivery of the College's summer outreach and admissions programmes of events during a 9-week period of 26th June to 25th August 2023.

Your availability will ideally include the following events, but may be flexible and could be negotiated to include part of this period, based on your availability:

- 26th - 27th June: College Open Days
- 30th June: Subject Taster Day
- 3rd July: Offer Holder Day
- 5th July: Subject Taster Day
- 6th - 7th July: University Open Days
- 12th - 13th July: Student/School Visit Days
- 31st July - 3rd August; 14th - 17th August; 21st - 24th August: Residential Dates

As a post-holder, you will report to the Outreach Coordinator and will work closely with the Schools Liaison Officer. You will also work with the School Liaison Officer to prepare resources for scheduled activities and to coordinate the work of Student Ambassadors. You will communicate effectively with collaborators, academic staff and across College and university departments.

Before the end of your placement, you will also be responsible for writing a roughly 500-word report on an area of your choice which can support future practice, related to widening participation programmes.

To be a successful candidate for the Summer Student Internship, you should:

- Enjoy the prospect of engaging and inspiring young people. You will be comfortable talking to individuals and to audiences of various ages.
- Have excellent interpersonal and presentational skills in order to build good working relationships and communicate with tact and discretion with a wide variety of groups.
- Be responsive to the dynamic nature of event planning, by communicating and being alert to changes which impact the team and making thoughtful decisions.
- Have organisational and administrative skills in order to organise your time effectively, and to keep organised records which may include payment information, up to date schedules, questionnaire responses and contact mailing lists.
- Ideally have an interest in developing knowledge about sector issues impacting widening participation for higher education, and best practice.
- Ideally be able to share positive experiences and knowledge of studying at Cambridge, and at Trinity College.

A successful candidate must be committed to ensuring the health and safety, and wellbeing of young people and themselves, by complying with any necessary procedures as required by the College whether this be face-to-face, online or overnight. Because much of this post will involve working with children, the successful candidate will be required to undergo a satisfactory enhanced Disclosure and Barring Service check, ideally ahead of 5th July or at least ahead of 31st July depending on your availability.

A measure of flexibility is encouraged, as events such as residentials will include evenings and overnight stays. Events will be mostly face-to-face but may include online delivery and travel to schools and colleges. The role may also involve assisting with some administrative tasks within the Admissions Office, and other widening participation activities as required.

Terms & conditions

- Working hours: 36.25 hours per week (with flexibility over times).
- Pay is £11 per hour, for a maximum of nine weeks.
- Accommodation in a College Room, provided at the Long Vacation rate (this will likely not be your current or next year's room.)
- Free lunch in College is provided for staff whose duties cover this period.
- Though the position is College-based, UK travel may be required. For any approved travel, expenses will be reimbursed according to the relevant internal policies.

How to Apply

Applications will close 5pm on Tuesday 23rd May 2023. Short-listed candidates will be interviewed after your exams are over, working around individual exam timetables. To apply, please submit a CV and one-page cover letter to Amber Silk, Outreach Coordinator at amber.silk@trin.cam.ac.uk.

Your cover letter should demonstrate your motivation and suitability for the role and should include your availability during the period of 26th June to 24th August 2023.

Any queries about the role can be directed to the Outreach Coordinator, Amber Silk (amber.silk@trin.cam.ac.uk), or to the Schools Liaison Officer, Tom McGachie (schools.liaison@trin.cam.ac.uk).