

# RECRUITING

## Cambridge Academic Development Seminar Assistant

### Job Description

Seven groups of university students from Asia will attend academic exchange seminars (each lasting around 14 days) in Cambridge. The position that we are now recruiting is Seminar Assistant. The programme mainly consists of academic lectures, visits, and social activities, which aims to offer students a short yet exciting studying and living experience at Cambridge. The seminars will be in January and February. The schedule will be as follows:

Slot 1: 21<sup>st</sup> Jan to 3<sup>rd</sup> Feb, 2015

Slot 2: 24<sup>th</sup> Jan to 6<sup>th</sup> Feb, 2015

Slot 3: 25<sup>th</sup> Jan to 8<sup>th</sup> Feb, 2015

Slot 4: 27<sup>th</sup> Jan to 9<sup>th</sup> Feb, 2015

Slot 5: 2<sup>nd</sup> Feb to 15<sup>th</sup> Feb, 2015

Slot 6: 3<sup>rd</sup> Feb to 16<sup>th</sup> Feb, 2015

Slot 7: 1<sup>st</sup> Mar to 14<sup>th</sup> Mar, 2015.

### Responsibility

- ◆ Work with a team to accompany students during their 14 days' stay (any of the seven time slots listed on the left) in UK.
- ◆ Lectures: assist to ensure the smooth flow of the lectures, including preparing lecture rooms, handout, and other materials that lecturers may need; supervising students' final presentation
- ◆ Visits: assist to organise the visits to help students have a happy and safe tour in Cambridge, London and Oxford.
- ◆ Social Activities: organise and actively participate in social activities ; communicate with students to help them have a better idea of studying and living in Cambridge.
- ◆ Logistics: help with airport pick up if needed, welcome reception, and so on.

### Eligibility

- ◆ Cambridge University Members are welcome to apply.
- ◆ Good communication and interpersonal skills. Fluent in English.
- ◆ Prior experience in event organising is preferred.

### Application

Please send your CV to:

[cads.hr@gmail.com](mailto:cads.hr@gmail.com), and state as many time slots as possible. Qualified applicants will be invited to attend an interview shortly after the application deadline on 3<sup>rd</sup> December, 2014.

Part time volunteers should also send email and register their time slots to [cads.hr@gmail.com](mailto:cads.hr@gmail.com).

### Salary

- ◆ £600 (base salary) + £200 bonus (depending upon the feedback from students and the project manager)
- ◆ Part time volunteers are also needed in some activities. Payment is £ 10 per hour.

**Deadline: 3<sup>rd</sup> Dec, 2014**