

Erasmus+ Traineeship opportunity The Cambridge Judge Business School, MBA Programme

Department	MBA, Cambridge Judge Business School
Position title	Erasmus traineeship
Duration of position	A maximum of 6 months, available from March 2018.

The Cambridge Judge Business School is part of The University of Cambridge. It was established in 1990 as the Judge Institute of Management Studies, a focal point for management teaching and research in the University.

Dimensions of the role

This post is primarily based in MBA Admissions, but the successful applicant will also spend a proportion of the traineeship working with the MBA Marketing, Programme and Careers teams.

The Cambridge MBA is a 12-month intensive programme, attracting candidates from around the world. It is a consistently highly ranked and regarded MBA from a business school and university renowned around the world. Over 40 nationalities are represented in our class of around 200 students.

The Admissions team oversees the whole recruitment, application and enrolment process. This includes:

- Promoting the programme at events around the world
- Reviewing applications and selecting candidates for interview
- Coordinating on-campus interview days
- Liaising with successful candidates to guide them through the all aspects of the enrolment process

Main Responsibilities	
	Key duties and responsibilities
1	Admissions <ul style="list-style-type: none"> • Provide general administrative support for the team • Answering routine enquiries from students and prospective candidates by email, telephone and in person • Filter non-routine enquires to correct source • Photocopying, scanning of documents • Ensuring filing systems and databases are up to date (Microsoft Dynamics) • Inviting candidates to interview and managing responses • Supporting events such as interview days and open days
2	Marketing <p>Undertake projects such as:</p> <ul style="list-style-type: none"> • Production of printed and event materials • Social media and content marketing • Email marketing and communications activities • Data analysis and reporting
3	Programme <ul style="list-style-type: none"> • Collate and check student and course data • Event support and administration • Assist with creating documents and letter writing during busy periods • Assist with organising and consolidating programme files and folders • Assist with communications to/with students • Update and check information on the Virtual Learning Environment • Assist programme team with classroom support • Assist with high volume printing and collating of documents used by students and faculty • Liaise with CJBS teams such as Facilities, IT and Catering
4	Careers <ul style="list-style-type: none"> • Event support and administration

Personal profile

Essential knowledge, skills and experience required the role

Education & qualifications	<p>Must be a current student enrolled on a Bachelor or Masters level degree course.</p> <p>Must be proficient in English (spoken and written) i.e.: CEFR level C1/C2 or IELTS grade 7</p>
Specialist knowledge & skills	<p>Proficient in Microsoft Office applications, e.g.: Outlook, Word, Excel, Access</p>
Interpersonal & communication skills	<p>Must be able to communicate effectively and clearly with all client base</p> <p>Must be able to be diplomatic in problematic situations</p> <p>Must show intercultural awareness</p> <p>Must be able to deal with people at all levels</p>
Relevant experience	<p>Experience of working in an office based environment</p> <p>Experience of managing confidential data</p>
Additional requirements	<p>Must be able to work to a high level of accuracy, and follow set procedures and work within legal frameworks</p> <p>Ability to organise and deliver multiple priorities within tight deadlines</p> <p>Ability to work successfully in a small team</p> <p>Willingness to be adaptable to changing demands and deadlines</p>

Applicants must have the right to work in the UK

Hours of Work

Monday to Friday, 09.00-17:15 with 1 hour lunch break

We are flexible with the duration and start date of the traineeship

Please note that this is an unpaid traineeship

Application Procedure

Please e-mail your CV together with a covering letter describing the reasons for applying to mba-enquiries@admin.cam.ac.uk marked for the attention of Amy Philpot. Please indicate your preferred dates for the traineeship, and supply the names and contact details of two referees who we can contact.

If your application is successful, we will arrange to hold a Skype interview, and take up your references. The interview provides you and us an opportunity to learn more about each other and determine whether this is the right internship for you.

The deadline for submission is 9th February 2018. Skype interviews will take place soon after and candidates may be asked to submit a short written exercise.