

Role Title	Data entry volunteer
Department / Institution	Archive Centre, St John's College

Why we want you

We need someone who likes names and dates to enter information into a database for us.

What you will gain from this role

You will get to work in a 13th century building – completely modernised – and learn some of what it takes to be an Archivist (or what an Archivist does!)

Skills required: the ability to read English, bad handwriting and dates. Some of the files are dusty and there is some lifting involved. Training will be giving on the database (which is based on Microsoft Access).

When	One morning a week, either Monday or Tuesday from 10.00-1.00
Time commitment	3-4hrs/week
Duration	Until the project is completed
Responsible to	The Archivist
Training and support	Yes

Legal check requirements for this role

We have a legal responsibility to ensure that you have the right to volunteer in the UK before you can start volunteering for us. If you do not have the right to volunteer in the UK already we will not be able to progress your interest any further.

DBS Check required? NO

How to apply for this volunteer role

To submit an expression of interest in this role email: archivist@joh.cam.ac.uk

Should you have any questions that are not covered by the Role Profile sheet then please email:
archivist@joh.cam.ac.uk

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges. The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research. There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.