

Role Title	Information Coordinator
Department / Institution	Office of Postdoctoral Affairs

Why we want you:

Your role as an Information Coordinator is to support the day to day running of the office. Duties include:

- Respond to face-to-face and electronic queries covering a range of questions and concerns.
- Direct, refer and book appointments with University divisions, as appropriate.
- Arrange appointments and events at the postdoctoral office.
- Work with OPdA staff on administrative tasks or projects.
- Provide training for new volunteers.
- Provide feedback and make suggestions to improve services and activities.

What you will gain from this role

Volunteering with the OPdA can help you make friends and contacts, reach out to the Postdoc community, learn new skills, and even advance your career.

Skills required

- Good level of English
- An ability to interact with people from diverse backgrounds
- Good organisational skills
- Good IT skills
- Sound interpersonal and communication skills
- An ability to resolve problems

When	On going
Time commitment	Minimum 2 half days per week
Duration	On going
Responsible to	Debbie Nel-Williamson
Training and support	For the purposes of their volunteer roles, the OPdA will provide working space, IT facilities, as well as one-to-one training and support for each volunteer in the OPdA.

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 please fill in the application found here http://www.opda.cam.ac.uk/file/application-formopda_0705-for-website.pdf

Should you have any questions that are not covered by the Role Profile sheet then please email:

Debbie.Nel-Williamson@admin.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.

Institution Information

The Office of Postdoctoral Affairs (OPdA) is the leading organisation dealing with issues relating to the postdoctoral community at the University. The OPdA provides an academic, administrative and pastoral focus for the community. It develops and executes an agenda for change to enhance the physical and intellectual experience of postdocs in Cambridge and ensure the University meets or exceeds its obligations to this community. Our strategy is to systematically address issues across the whole "lifecycle of the postdoc" from before arrival, through their time in Cambridge, and beyond.