

Academic Support Assistant

Faculty of Economics

Closing Date: 14 August 2025
Job Reference: JH46657



Academic Support Assistant

Salary:

£24,344 - £25,448

(Grade 3)

Contract:

Permanent

Location:

Cambridge

Faculty / Department:

Faculty of Economics

Responsible to:

Faculty Administrator & PA

Working Pattern:

Full Time

Role Overview:

The role holder will provide administrative support to the faculty's administration, as part of the academic support team; working as part of a team of three assistants to co-ordinate and facilitate the smooth running of the academic support office.

Role Purpose:

Being a member of the academic support team, the role holder will provide a comprehensive administrative service to the faculty's administration supporting academic staff members as well as other aspects of the administration, working flexibly as part of a team to ensure that sufficient administrative support is allocated to projects/tasks.

Flexibility and adaptability are the key requirements of this role as the postholder could be asked to help support any area of administration within the faculty.



Main Duties and Responsibilities:

- Perform general administrative tasks (in faculty offices HR/Teaching/Research) such as monitoring email inboxes and action as required, liaising with academics, organising meetings, organising itineraries, recruitment/hospitality events organisation, booking travel and accommodation, uploading documents into the University system, taking minutes, assisting with tasks related to lecture recording etc.
- Provide general clerical support for committees and meetings, assisting with distribution of agenda and papers for committees and taking minutes.
- Use of various software packages such as MS Office, PowerPoint and other specialised software packages, as well as some University systems and databases/platforms
- Use of access to some electronic diaries for some staff members and updating diaries when requested
- Research travel options on behalf of Faculty members for their national and international travel; organise travel arrangements when necessary
- Support with administration for seminars, conferences and prestigious lectures and events including liaising on behalf of the conference organiser with speakers and host, booking accommodation, travel arrangements, organising itineraries for the day/event, dinners, lunches and arranging and booking rooms and equipment/refreshments etc.
- Makes arrangements for individual meetings and visitors including refreshments, i.e. coffee, biscuits, ordering of sandwiches etc and liaise with other faculty staff members, as appropriate such as the Administrative Officers, Custodian and Receptionist
- Make room bookings in other departments, colleges and hotels
- Act as team member within the academic support function and aid in prioritising tasks within the team if there are competing deadlines, and to provide cover when staff members are absent or away from their desk and be involved in the induction procedures of any new staff member within the team
- Perform general administrative tasks for faculty leadership (for example Chair, Deputy Chair, Faculty Administrator, Directors of Teaching and Research) at the request of the line manager, Faculty Administrator or Chair
- Support with Faculty Administration as required (for example HR, Teaching, Professors)

Person Specification

Criteria	Essential	Desirable
Education & qualifications		
Education to GCSE level grades A-C or equivalent/NVQ Level 2 or equivalent level of practical experience	✓	
Experience		
Previous office working experience, preferably in an academic environment		✓
Skills		
Competence in word-processing and the use of a variety of basic software packages, such as MS Office and use of spreadsheets, such as Excel.	✓	
Good level of oral and written communication skills.	✓	
Experience of specialised software packages, such as Scientific Word and PowerPoint would be an advantage although training can be given.		✓
Additional requirements		
Flexibility and adaptability to support any area of administration within the faculty	✓	

Terms of Appointment

Tenure and probation Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a 6 month probationary period.

Hours of Work and Working Pattern This position is full time, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For new part-time employees, annual leave will be prorated based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at [http:// www.admin.cam.ac.uk/offices/hr/staff/disabled/](http://www.admin.cam.ac.uk/offices/hr/staff/disabled/)

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator on hr@econ.cam.ac.uk , who is responsible for recruitment to this position.



The Faculty of Economics



The Faculty is based in the Austin Robinson building on the Sidgwick site of the University of Cambridge. The Austin Robinson Building has excellent computing facilities, an outstanding library (the Marshall Library) and the University copyright library.

The Faculty is one of the largest in the country, having in the region of 100 staff members, comprising 38 full-time teaching officers, including 12 Professors, 25 academic research staff and 30 academic-related and support staff. There is a large and growing cohort of postdocs: approximately 12 at present and there are usually around 6 Research Assistants and Associates at any given time.

Research

The Faculty has a vibrant research environment with regular seminars in microeconomics, macroeconomics and econometrics and additionally more specialized seminars reflecting the research interests of Faculty members.

The recent receipt of substantial funds has enabled the Faculty to establish the Cambridge INET Institute. The objects and purpose of the Institute are to act as a global centre of excellence for fundamental research in economics, a hub of a global network and endeavour to share best practice. The Institute runs many events throughout the year bringing economists from all over the world to Cambridge.

The Keynes Fund for Applied Economics was launched in the Faculty in response to the world financial crisis of 2008 and its continuing economic consequences. Its purpose is to provide grants for research, fellowships and teaching at the intersection of financial markets with the real economy.

Teaching

In the most recent HEFCE Quality Assurance Agency for Higher Education audit, the Faculty was awarded a total of 24 points out of 24, having been rated with full marks in all aspects of teaching provision.

Roughly 170 undergraduates are admitted each year to read for the three year Economics Tripos. Competition for entry is stiff: only students with the top grades in A level examinations are admitted. Approximately 150 students are admitted to the MPhils in Economics and Economic Research, 25 to the MPhil in Finance and Economics and 25 students to the Diploma each year. MPhil students are drawn from a pool of more than 800 applicants from all over the world. Around 15 students are also admitted into the PhD programme each year.

The Faculty has an active graduate programme. There are MPhil programmes in Economics and Economic research, and the MPhil in Finance and Economics. There is also a one-year Advanced Diploma in Economics which together with the above one-year MPhil programmes constitutes a two year masters programme.

School of Humanities and Social Sciences

The Faculty sits within the School of the Humanities and Social Sciences, which is largest of the six schools of the University in terms of student numbers.

The School of the Humanities and Social Sciences includes a wide range of disciplines with differing methodologies, from highly quantitative analysis of 'big data' to ethnography and the analysis of the material culture and thought of past societies.

The geographical range is equally broad, with Centres of African, Latin American and South Asian Studies, and specialists within each Department or Faculty. Each institution has its own well developed research profile, but increasingly we are working across disciplinary boundaries within the School and with colleagues in other Schools.



The School is participating in university-wide Strategic Research Initiatives such as public health, global food security, energy and conservation which bring the insights of social sciences to bear on some of the major issues facing the world today;

Cambridge is one of the world's leading centres for science, technology and medicine, and the social sciences are now playing an increasingly important role in understanding the social, political and economic contexts. We are fortunate in the provision of research funds from the Philomathia Foundation for the Social Science Research Programme.

For more information about the School see the website at:
<https://www.cshss.cam.ac.uk/>



The University

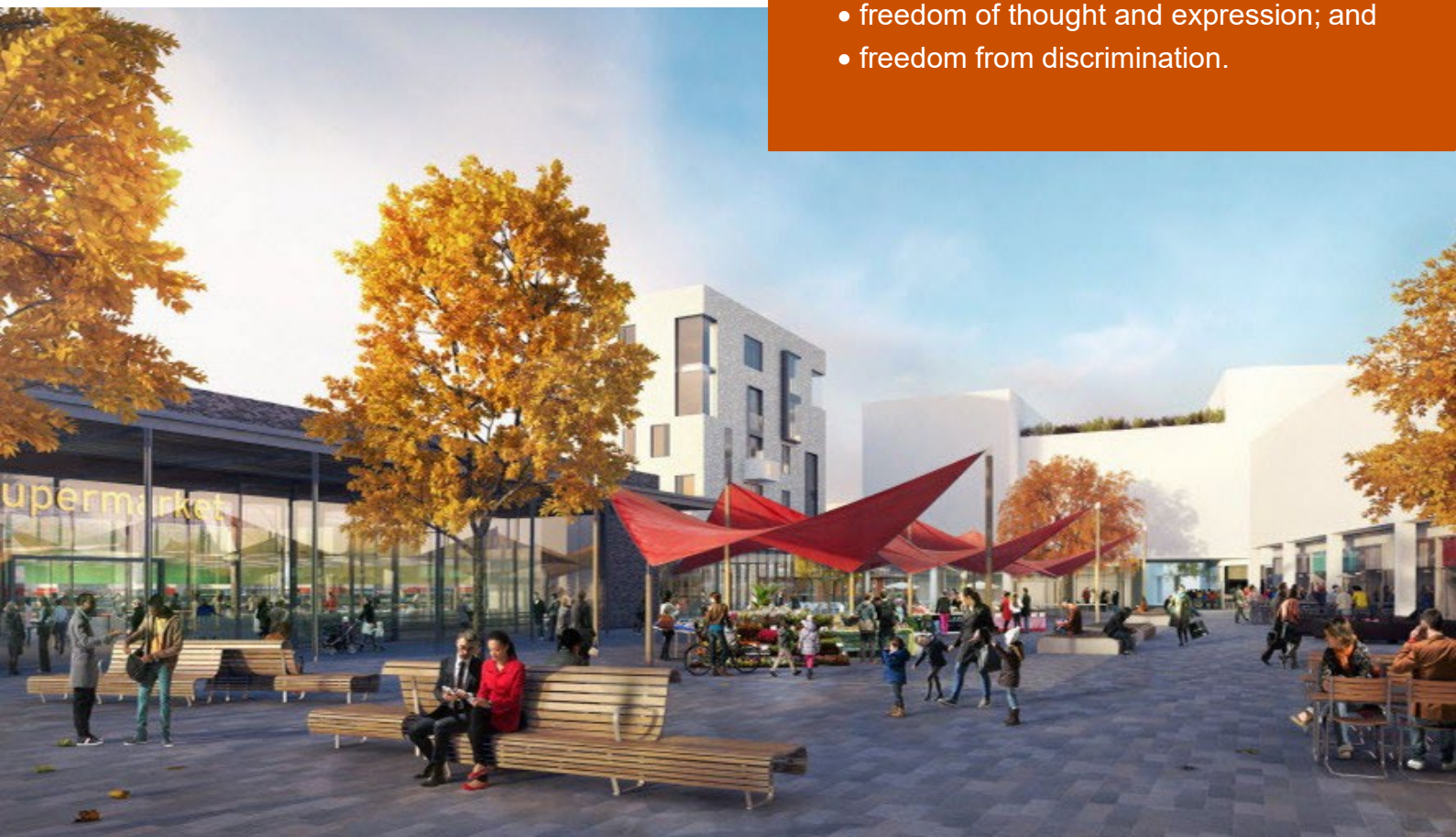
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



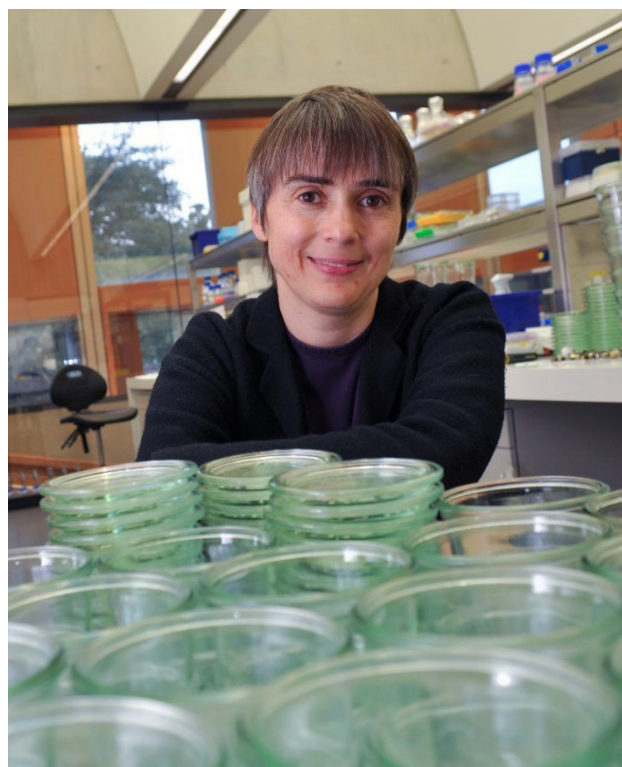
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances. At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.



Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as support their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas eg teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Monika Czajka, HR Coordinator

Email: hr@econ.cam.ac.uk

The closing date for applications is: 14 August 2025

Equal Opportunities

The University of Cambridge is committed in its pursuit of academic excellence to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all underrepresented groups, promotes an inclusive culture, and values diversity.

The full statement of the University’s Equal Opportunities Policy and Codes of Practice can be found at:

<http://www.admin.cam.ac.uk/offices/hr/policy/equal.html>



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CAMBRIDGE