

Clare College  
Cambridge

### Job Description

Job Title: Support Services Assistant

Hours of work: Your hours of work are normally 37.5 hours spread over 5 days, in any 7,

- Assist with the reception of guests including providing information, directing to rooms and acting as a central information point for all conference attendees. This will involve liaising with other departments within the College and attending closely to the needs of conference organisers and delegates.
- To assist with all aspects of administration and organisation of conferences, events and