

# SpringdaleCollege

Together in Mission

## Springdale College – London Campus

### Administrative Assistant

Springdale College is a rapidly growing Higher Educational organisation offering undergraduate and postgraduate courses in Missional Theology through a number of campuses around the country. Our courses are validated by York St John University.

This role is based at the London Campus for the undergraduate course in Camberwell and will provide administrative support to the Campus Manager, assistance to students and co-ordination of the course with the Head Office team in Birmingham.

**Hours:** 21 hours per week – there is some flexibility around when these can be worked but they will include Wednesdays, 9am -5pm

**To apply, please email a CV including two references and a covering letter to**

**Jenny Bulcraig [jenny@springdalecollege.org.uk](mailto:jenny@springdalecollege.org.uk)**

**by Monday 9<sup>th</sup> February 2015**