Further Particulars

Student and Academic Recruitment Administrator

About the College

Founded in 1249, University College (Univ) is the oldest of the thirty-eight colleges of Oxford University. Like all the Oxford colleges, Univ is a self-governing establishment run by a Governing Body, which comprises the Master (the Head of the College) and Fellows.

The College functions as an independent institution and as a social and residential centre for its members and currently has approximately 370 undergraduate and 230 graduate students, studying most of the core subjects on offer at Oxford. The College is located mainly on an attractive historic site in the centre of Oxford. Information about the College is available on our website at http://www.univ.ox.ac.uk/.

The Academic Office

The Academic Office is responsible for providing administrative support for all aspects of the College’s academic functions, under the overall responsibility of the Senior Tutor. The Academic Office also includes the Academic Services Manager, who is responsible for on-course student administration and academic recruitment and has overall responsibility for the smooth running of the office. The Student and Academic Recruitment Administrator reports to the Academic Services Manager.

Academic Office Organisation Chart

[Diagram showing the organisational structure of the Academic Office, including Senior Tutor, Academic Registrar, Admissions Manager, Academic Services Manager, Disability and Welfare Administrator, Schools Liaison & Access Officer, Academic Support Administrator (Admissions), and Student & Academic Recruitment Administrator.]
The Role of the Student and Academic Recruitment Administrator

The Student and Academic Recruitment Administrator role is primarily responsible for supporting academic staff recruitment administration and implementing various aspects of on-course undergraduate student administration. In addition, the post-holder interacts with students and staff as a first point of contact on a wide range of matters and assists with other miscellaneous Academic Office’s administrative functions. Further details of the duties are provided in the Job Description.

Pay and Benefits

The salary for the Student and Academic Recruitment Administrator post is on the Oxford University, Grade 5 salary scale - £25,482 - £30,395 (pro rata). The post is offered on a permanent, part-time basis (29.2 hours a week). The working days are negotiable.

In line with the role, the post-holder will be expected to work flexibly on some occasions depending on the work-load of the Academic Office. In addition, the post-holder will be expected to work extra hours (including a few Saturday mornings) during the start-of-term collections and the university exam period in June, for which TOIL will be granted.

The post carries with it generous benefits, including:

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<tr>
<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Discounted Bus Pass</th>
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<tr>
<td>30 days’ annual holiday (pro rata) excluding bank holidays*</td>
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<td>Pension</td>
<td>Occupational Sick Pay</td>
<td>Bicycle Purchase</td>
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<td>Membership of the OSPS Pension Scheme</td>
<td>Salary Sacrifice Scheme</td>
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<td>Maternity</td>
<td>Private Health Insurance</td>
<td>Training &amp; Development</td>
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<td></td>
<td>with access to spouse/partner and children</td>
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*Holiday cannot normally be taken during term time and College Staff work on Bank Holidays falling during term time

How to apply

Applicants are asked to submit a completed application form together with a CV and a covering letter showing how they meet the essential and desirable criteria of the person specification. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Manager at hr.admin@univ.ox.ac.uk or by post to The HR Manager, University College, High Street, Oxford, OX1 4BH. The closing date for applications is 9 January 2019. Interviews and tests will be held on 21 January 2019.

The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties. The appointment is subject to the right to work in the UK and satisfactory references.