



Further Particulars

Undergraduate Studies Officer

About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-nine colleges of Oxford University. Similar to other 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 400 undergraduate and over 200 graduate students, and 100 members of academic staff, 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 Senior Tutor has overall responsibility for undergraduate and graduate admissions, academic recruitment, academic strategy, operational oversight of on-course graduate and undergraduate administration, schools liaison and access, academic welfare and discipline, and liaison with the University and external bodies on academic matters.

There are currently nine members of staff in the College's Academic Office, including the Undergraduate Studies Officer. These are the Senior Tutor, the Assistant Senior Tutor (who is also an academic with teaching responsibilities), the Academic Registrar (responsible for governance matters and the recruitment of academic staff), the Undergraduate Admissions and Outreach Manager, the Schools Liaison and Access Officer, the Graduate Studies Officer, the Student Disability and Welfare Advisor, and the Student and Academic Recruitment Administrator.

The Role of Undergraduate Studies Officer

The Undergraduate Studies Officer will play a significant role in ensuring that the information and processes which are vital to the College's administration are maintained and developed at the highest level. The Officer will work closely with other members of staff in the College's Academic Office, with members of staff in other College offices including the Domestic Bursary and the Treasury, and with colleagues across the Collegiate University.

The role is both varied and demanding, and will suit a highly organised, self-motivated and proactive person. The duties combine a significant systems component with a strong 'people' focus. A competitive salary, and career development opportunities, will be offered to the appointee, who must have experience in a relevant area of academic administration.

Pay and Benefits

The salary range for the post of Undergraduate Studies Officer is **£30,942 - £38,107**. Starting salaries are usually at the bottom of the range although, for the right candidate there may be some flexibility.

The post-holder will be expected to work flexibly depending on business needs, including extra hours on occasions, especially during the undergraduate admissions weeks in December when strict deadlines apply, for which TOIL will be given.

The post carries with it generous benefits, including:

Annual Leave 30 days' annual holiday (pro rata) excluding bank holidays*	Free Lunches While on duty and if the kitchens are open	Pension Membership of the USS Pension Scheme
Employee Assistance Programme	Occupational Sick Pay	Bus Pass Purchase Scheme
BUPA Health Care Insurance with access to spouse/partner and children	Enhanced Maternity Pay	Bicycle Purchase Scheme Salary Sacrifice Scheme

*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 (available below) and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk. Alternatively, you can post your application form and other documents to the HR Coordinator, University College, High Street, Oxford, OX1 4BH.

The closing date for applications is **12.00 pm on 10 December 2020**. The interviews will be held on **17 December 2020**.

The College is an equal opportunities employer, therefore, applicants are asked to complete the confidential and anonymous recruitment monitoring form.