



## Further Particulars

### Academic Services Administrator

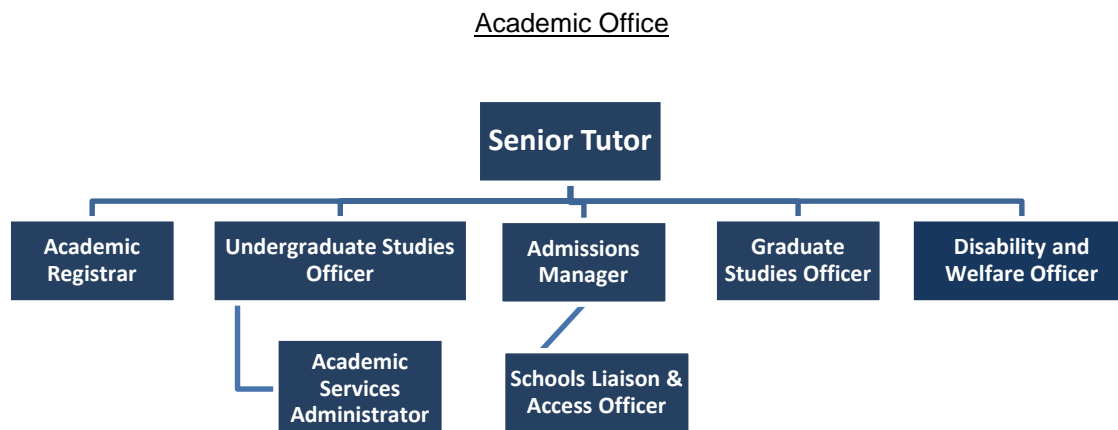
#### About the College

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 400 undergraduate and 200 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. There are currently ten members of staff in the College's Academic Office, including the Academic Services Administrator. These are the Senior Tutor, the Tutor for Undergraduates (who is also an academic with teaching responsibilities), the Tutor for Graduates (also an academic with teaching responsibilities), the Academic Skills Lecturer (likewise 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 Officer, and the Academic Services Administrator. The Academic Services Administrator reports to the Undergraduate Studies Officer.



## The Role of the Academic Services Administrator

The Academic Services 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 Academic Services Administrator post is on the Oxford University, Grade 5 salary scale of £28,759 - £33,966 (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:

<b>Annual Leave</b> 30 days' annual holiday (pro rata) excluding bank holidays*	<b>Free Lunches</b>	<b>Discounted Bus Pass</b>
<b>Pension</b> Membership of the OSPS Pension Scheme	<b>Occupational Sick Pay</b>	<b>Bicycle Purchase</b> Salary Sacrifice Scheme
<b>Maternity</b>	<b>Private Health Insurance</b> with access to spouse/partner and children	<b>Training &amp; Development</b>

\*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 and a covering letter showing how they meet the essential and desirable criteria of the person specification. 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](mailto: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 **12pm on 24 November 2023**. Interviews and tests will be held on **1 December 2023**

*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.*