



## Academic Skills Mentor

University College is seeking to recruit a small number of mentors to join the college's Academic Transition Support Programme and assist in providing training, support, and coaching in academic skills.

### **The Academic Transition Support (AcTS) Programme**

The programme, which was established in the 2022-23 academic year, builds on the college's long-standing commitment to supporting its undergraduates' academic transition to study at degree level.

The aim of the programme is to help all undergraduate students joining the college to develop the study skills needed for success in their courses. It comprises elements delivered to all first-year undergraduates (together or in cognate subject groups) and more tailored support provided to small groups or individuals on a self-referral or tutor-referral basis.

### **The Role**

The Academic Skills Mentors will assist in the delivery of the AcTS Programme by helping to teach general academic skills while also offering the benefit of expertise in their own disciplinary areas (whether that be humanities, life sciences, physical sciences, or social sciences). The college aims to maintain a group of between 2 and 4 mentors of complementary disciplinary backgrounds who together will be able to provide general and discipline-specific academic skills support to all of the college's undergraduate students.

The Academic Skills Mentors will work with the Lecturer in Academic Skills in the planning and delivery of seminars and workshops which may take place before the beginning of term and throughout the academic year. Topics would include time management, note-taking, revision, how to get the most out of tutorials and lectures, and essay-writing in different disciplines. Mentors will also deliver coaching in these skills for individual students. The Academic Skills Mentors will be expected to:

- Provide up to eight hours per academic term of individual mentor sessions, seminar teaching, or lesson preparation for cognate groups, as necessary and as agreed with the Lecturer in Academic Skills;
- Participate in initial and ongoing training, as required;

- Assist the Lecturer in Academic Skills in creating and maintaining resources on academic skills for students and tutors.
- Attend regular programme team meetings for ongoing training and to plan and reflect on AcTS;
- Complete and submit written records of student meetings as outlined by the Lecturer in Academic Skills;
- Liaise, when appropriate, with subject tutors.

The college welcomes applicants from all disciplines.

## **Selection Criteria**

### Essential Criteria

- Strong educational background including a good first degree and some training at a higher-degree level (this post would be particularly appropriate for postgraduate or postdoctoral researchers);
- Experience of providing support in academic and study skills;
- Experience of teaching at the undergraduate level;
- Excellent interpersonal skills;
- Excellent written and spoken communication skills;
- Ability to work with appropriate independence and discretion in confidential matters;
- Ability to work collaboratively within a team.

### Desirable criteria

- Experience of college and/or departmental teaching and learning at Oxford.

## **Terms of Appointment**

The role attracts a termly retainer of £150, and payment at Senior Tutor's rates (currently £30.35 per hour) for each contact hour of student-facing teaching time. These hours may, within reason, be grouped according to the demands and timetable of the programme and the availability of appropriate mentors. Mentors will ordinarily be expected to be in Oxford and available from the beginning of 0<sup>th</sup> week of each term through to the end of 9<sup>th</sup> week of each term. In-person availability during Freshers' Week will be needed. The expectation is that most of the student-facing work will be done in person at college. Work will almost entirely be done between 0<sup>th</sup> and 9<sup>th</sup> weeks of the Oxford terms, but some limited preparatory work may be required during the vacations in preparation for teaching at the beginning of term or during Freshers' Week.

This is a fixed-term appointment for one year in the first instance, starting as soon as possible (but no later than 15 April, 2024).

## Other Benefits

The following additional benefit is available at University College:

- Lunch and dinner once per week at college during university full term (including 0<sup>th</sup> week and 9<sup>th</sup> week), except when the kitchens are closed.

## Application Procedure

Applications should be sent to [recruitment@univ.ox.ac.uk](mailto:recruitment@univ.ox.ac.uk) by 12 noon (UK time) on Thursday, 29 February 2024, and should include:

- A covering letter explaining why you believe you would be a good fit for this position;
- A curriculum vitae;
- A completed application form;
- The name and email contact of an academic referee who can comment on your teaching experience and ability. In addition, if you are currently a graduate student and your referee is not your supervisor, you should include the name and email of your supervisor as well on your application form. We will take up references for shortlisted candidates.

Electronic applications and references are preferred. Applications should be submitted as a single pdf document, in the order listed above.

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy (available on the website at <https://www.univ.ox.ac.uk/content/policy-documents-and-regulations>). Applicants are requested to inform their referees that even where a reference is marked "strictly confidential" it could still be disclosed to the subject of the reference if that subject so requested and the College's Data Protection Officer deemed it appropriate.

Candidates are also asked to complete a recruitment monitoring form, available to download from the website. This form is used for monitoring purposes only and will not be seen by any member of the selection committee. Potential applicants wishing to make informal enquiries about this post may contact Dr Georgina Bartlett ([georgina.bartlett@univ.ox.ac.uk](mailto:georgina.bartlett@univ.ox.ac.uk)), the Lecturer in Academic Skills.

Interviews are expected to take place on the week beginning March 11 (subject to confirmation). Further details will be sent to short-listed candidates.

Please note that this appointment will be conditional on verification of the successful candidate's right to work in the UK. University College is an equal opportunities employer. Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford. Applicants are asked therefore to complete the confidential and anonymous recruitment monitoring form. Forms should be returned to [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk).