



Further Particulars

About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-eight colleges of Oxford University. The College functions as an independent institution and as a social and residential centre for its members. It has approximately 430 undergraduate and 300 graduate students studying most of the core subjects on offer at Oxford.

Similar to other Oxford colleges, Univ is a self-governing institution. The ultimate authority for all decisions rests with the Governing Body, which comprises the Master (the Head of the College) and Fellows. The Governing Body is serviced by a structure of committees, chiefly the Academic Committee and the General Purposes Committee, concerned with other aspects of the management of the College.

The College is located on an attractive historic site in the centre of Oxford. Univ's two libraries, the Old and New, form the academic heart of the College.

Information about the College is available on our website at <http://www.univ.ox.ac.uk/>.

The Library

The College Library contains some 60,000 volumes, most of which are available for borrowing. The Library was one of the first in Oxford to automate its procedures (in 1986) and we maintain a strong commitment to innovation in ICT to help our readers make best use of our collection and to access information elsewhere. We currently use the Heritage Cirqa library management system but we have plans to switch to Alma in the future. The Library is normally open 24 hours a day and the Library Offices are staffed from 8.30am until 5.00pm Monday to Thursday and 8.30am until 4.00pm on Fridays.

The College's collection of manuscripts is housed in the Bodleian Library, but most of our early printed books are kept in the College. A large and growing proportion of our historical collection is included in OLIS (Oxford Library System: the union catalogue of the Bodleian and other Oxford libraries). The College is a member of the Oxford Conservation Consortium.

The Assistant Librarian will report to the College Librarian who is responsible for the day-to-day running of the Library. The Librarian reports to the Senior Tutor, who

delegates day-to-day line management and supervision to the Fellow Librarian, who is a teaching Fellow of the College. A part-time Library Assistant and student helpers assist with some aspects of the work. The Archives are under the management of a part-time Archivist, with whom the Library staff work closely

Pay and Benefits

The post is full-time, working 36.5 hours per week, Monday to Friday, and is offered on a permanent basis.

In line with the responsibilities of the post, some flexibility around working times will be required to meet the demands of the role. You will be given time off in lieu, as agreed with the Librarian, for out-of-hours work.

The salary for this post will be on Grade 5 of the University of Oxford's salary scale (£32,108 - £37,338). The starting salary will normally be at the bottom of the range. A higher starting salary may be offered to a candidate demonstrating exceptional skills and competencies.

The appointment will be subject to a probationary period of 6 months. The period of notice after probation is 2 months.

The post carries with it generous benefits, including:

Annual Leave 30 days' annual holiday(pro-rata)*	Free Lunches While on duty and if the kitchens are open	Pension Membership of the OSPS Pension Scheme (incl. salary exchange)
Employee Assistance Programme	Occupational Sick Pay	Bus Pass Purchase Scheme
Private Health Care Insurance with access to spouse/partner and children	Enhanced Maternity Pay (day 1 rights)	Bicycle Purchase (salary exchange scheme)

* Includes days when the library is closed (e.g. between Christmas and New Year). Annual leave must normally be taken outside of term time.

How to apply

Please send a CV and cover letter to hr.admin@univ.ox.ac.uk or by post to The HR Coordinator, University College, High Street, Oxford, OX1 4BH.

The closing date for applications is 12.00 noon on **Friday 21 November 2025**. Late applications will not be considered.

The interviews will take place in the week commencing Monday **1 December 2025**

Candidates will be shortlisted based on meeting the essential and desirable criteria of the person specification.

For an informal discussion about the post, please contact the College Librarian, Elizabeth Adams by email (elizabeth.adams@univ.ox.ac.uk).

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.