



Further Particulars

Academic Services Manager

Internal Applicants Only

Full-time

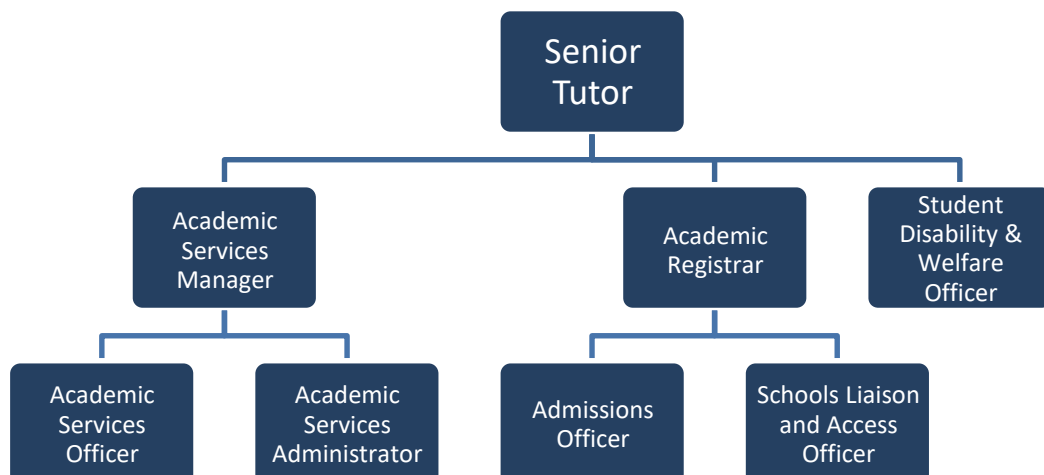
Permanent

The Academic Office

The Academic Office is responsible for providing administrative support for all aspects of the College's academic functions, under 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.

The Team



The Role

The postholder will report to the Senior Tutor, and:

- Oversee key office functions including on-course student administration, Start-of-Term Collections, Master's Collections, student suspension and returns, student registration, Welcome Week, etc.
- Lead on *either* graduate *or* undergraduate student casework
- Oversee the production of materials in support of committees considering student matters
- Line-manage the Academic Services Team

Pay and Benefits

The post is offered on a permanent, full-time basis (36.5 hours a week - Monday to Friday). The salary is on Oxford University's Grade 7 scale, £39,424 - £47,779.

In line with the senior responsibilities of the post, flexibility in working hours will be required as the role requires some out-of-hours work.

The post carries with it generous benefits, including:

Annual Leave 30 days' annual holiday excluding bank holidays*	Free Lunches While on duty and if the kitchens are open	Pension Membership of the USS 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)
Training & Development	Tusker Car Scheme	

*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the right to work in the UK.

How to apply

Please email hr.manager@univ.ox.ac.uk with your CV and a covering letter (up to 600 words).

Details of the post can be found on the College's website:

<https://www.univ.ox.ac.uk/jobs-at-univ-2/>

Closing date for applications – **5.00pm on Thursday 2 July 2026**

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.