



## Further Particulars

### Admissions Officer

#### About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-nine 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 has a long-standing commitment to the promotion of fair access in undergraduate and graduate admissions. To this end, it has led a number of pioneering programmes in undergraduate and graduate recruitment, and with the generous support of benefactors it has invested heavily in undergraduate and graduate bursaries. The Admissions Officer will play a key role in carrying this work forward.

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 Academic Office

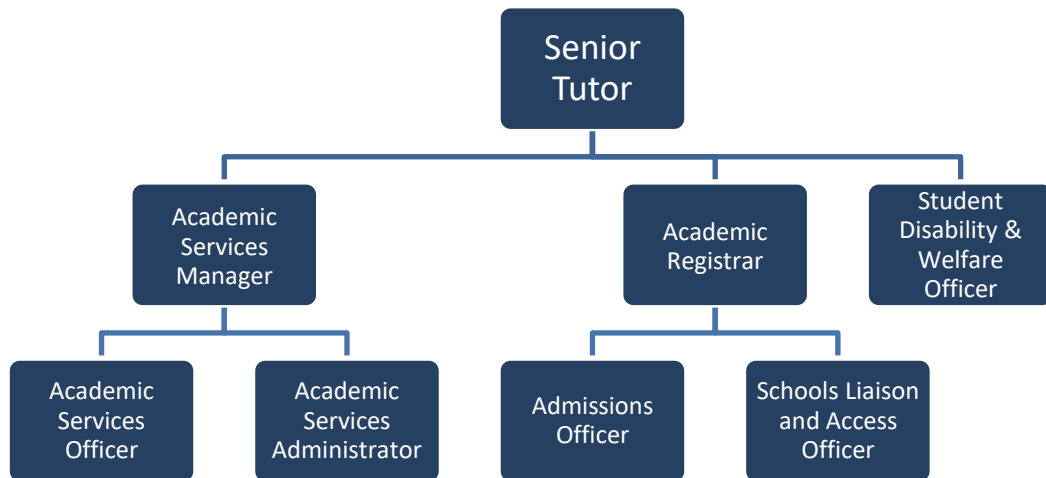
The Academic Office is responsible for providing administrative support for all aspects of the College's academic functions, under the Senior Tutor.

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 Role

Based in the College's Academic Office, the Admissions Officer has operational responsibility for the College's undergraduate and graduate student admissions exercises. They also play a key collaborative role in student recruitment and the promotion of fair access. They work alongside the full-time Schools Liaison and Access Officer, and they are line-managed by the College's Academic Registrar. (See Job Description for further information).

## The 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 6 scale, £35,681 to £41,636.

For much of the year, the hours of work are 36.5 hours Monday to Friday, but in line with the nature of the post, significant flexibility may be required to carry out its duties on some occasions, such as school visits or UCAS fairs. In addition, the postholder may be expected to work extra hours on some occasions, especially during the undergraduate admissions weeks in December when strict deadlines apply.

The post carries with it generous benefits, including:

<p><b>Annual Leave</b> 30 days' annual holiday excluding bank holidays*</p>	<p><b>Free Lunches</b> While on duty and if the kitchens are open</p>	<p><b>Pension</b> Membership of the USS Pension Scheme (incl. salary exchange)</p>
<p><b>Employee Assistance Programme</b></p>	<p><b>Occupational Sick Pay</b></p>	<p><b>Bus Pass Purchase Scheme</b></p>
<p><b>Private Health Care Insurance</b> with access to spouse/partner and children</p>	<p><b>Enhanced Maternity Pay</b> (day 1 rights)</p>	<p><b>Bicycle Purchase</b> (salary exchange scheme)</p>
<p><b>Training &amp; Development</b></p>	<p><b>Tusker Car Scheme</b></p>	

\*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.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk) with your CV and a covering letter (up to 600 words) or send by post to the HR Team, University College.

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 – **12 noon on Monday 13 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.*