Further Particulars
Academic and Graduate Administrative Assistant

Ref 900514

Fixed-term for one year (in the first instance, subject to continuing need), part-time, 28 hours per week

We are looking for an experienced administrator to support the Academic Office at Somerville College. You will provide high quality support to students and academics by supporting the Academic Office’s administrative processes.

This role will support the wider running of the Academic Office for two days a week (Monday and Tuesday), and provide support to the Tutorial and Graduate Officer (TGO) for two days a week (to be determined). The post holder is expected to be flexible within this, depending on the demands within each role.

The existing post of Academic Office Assistant is a full- time post and is currently operating as a job share with three days filled by the continuing Academic Office Assistant.

You should be well-organised, practical, friendly and adaptable and able to communicate effectively at all levels. Experience with Microsoft Office packages is essential, as is the ability to manipulate spreadsheets and work with various information systems.

This is a new post and is offered on a fixed-term basis for 1 year. The post is likely to be renewed if there is a continuing need. It is offered on a 0.8 FTE basis of 28 hours per week, working on-site at Somerville College.

About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. With a student body of around 600 and nearly 300 academic and support staff, we take great pride in our pioneering history, academic excellence, and our social and intellectual openness.

Main Duties

Academic Office Assistant

- Provide a prompt, good quality administrative service to academic staff, for example: queries about students, resource queries, maintaining email lists, typing references and reading lists, as required.
- Respond to straightforward email, phone and in-person enquiries from prospective and current students, and if necessary, pass on messages for senior staff to respond to in complex cases.
- Support the Academic Registrar and Academic Office Administrator in the undergraduate admissions process, including distribution of UCAS forms and other application material.
• Provide weekly email updates to students during term time (e.g. on internship opportunities, University advice)
• Maintain Committee records, minutes books and document master files for College committees, as required.
• Organise circulations for Standing Committee and Education Committee, ensuring all agendas and materials are kept confidential.
• Create and send the weekly student email bulletin.

**Tutorial and Graduate Assistant**

• Support the Tutorial and Graduate Officer with recording and maintaining a record of employment checks for all temporary academic staff.
• Maintaining academic association records database system and preparing lists as necessary
• Support the T&GO in the administration of Academic Visitors to the College.
• Support the TG&O with arrangements for the induction and training of Academic Staff on systems such as the Teaching management System (TMS).
• Provide efficient administration on graduate student matters, such as graduate student feedback survey; supporting new student inductions; maintaining graduate Associate members database and supporting the maintenance of graduate student records.
• Manage electronic mail lists allocated to the Senior Tutor and T&GO
• Deal with straight-forward enquiries from graduate offer holders, current students, academic and associate members.

**Selection Criteria**

**Essential**

• Experience of working for a University or similar environment in an administrative / customer-service function
• Well organised, with excellent time management skills
• Excellent written and spoken communication skills
• Able to form positive relationships and deal with students, academics and visitors at all levels in a professional manner
• Highly accurate; pays close attention to detail
• Very good IT skills appropriate to a Windows-based office, including manipulating spreadsheets and handling databases
• Able to work with confidentiality with tact and diplomacy
• Ability to work flexibly and collaboratively within a small team that covers a wide range of activities
• Prepared and experienced in taking on new tasks and in learning new skills/systems
• Willing and able to take a flexible approach to duties, including working some overtime during the year;

**Desirable**
Experience of using SharePoint in a Windows-based office
Experience of using Microsoft CRM (Customer Relationship Management) software
Understanding of UK Border Agency regulations relating to student visas and Right to Work legislation
Understanding of GDPR legislation in relation to data sharing

Terms and conditions
Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

<table>
<thead>
<tr>
<th>Duration</th>
<th>This is a part-time post of 28 hours per week offered initially on a fixed-term basis for one year, subject to continuing need.</th>
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<tbody>
<tr>
<td>Salary</td>
<td>The starting salary will be £21,156 p.a. for 28 hours per week, which is aligned to Band 5 of the Somerville College salary scale for support staff. The band has a full-time range from £26,445 to £29,605. The College pay spine is uplifted for cost of living on a regular basis, normally annually.</td>
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<tr>
<td>Hours and location of work</td>
<td>Hours of work to be agreed with the manager, to include Mondays and Tuesdays.</td>
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<tr>
<td>Holiday Entitlement</td>
<td>The post holder will be entitled to pro-rata of 38 days’ leave per holiday year (Oct-Sep) inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.</td>
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<tr>
<td>Pension</td>
<td>The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).</td>
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<tr>
<td>Life Assurance</td>
<td>College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).</td>
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<td>Meal Entitlement</td>
<td>Meals on duty will be provided free of charge.</td>
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<td>Sickness Benefit</td>
<td>A maximum of (pro-rata) six weeks’ sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.</td>
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<td>Employee Assistance Service</td>
<td>A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.</td>
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<td>Childcare</td>
<td>Somerville runs a small on-site Nursery.</td>
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<td>Training</td>
<td>The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.</td>
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<tr>
<td>Smoking policy</td>
<td>No smoking or vaping is allowed in any part of the College.</td>
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<tr>
<td>Parking</td>
<td>There is no parking on-site.</td>
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Application Procedure

Your application should comprise
1. A completed application form
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form

Email you completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference 900514 in the heading

Communication regarding the status and outcome of your application will be made via e-mail.

The closing date for completed applications is Friday, 4 August 2023 at 10am (UK time)

Interviews will be held in Oxford on Friday 11 August 2023.

Equal Opportunities

Equal Opportunities data does not form part of the selection process and will not be circulated to the panel. Completion of the form is voluntary. Data is used to monitor the effectiveness of the College’s Equality and Diversity Policy and helps us meet our duties under the Equality Act 2010.

We are committed to ensuring that all applicants and staff are afforded equal opportunities within employment. Entry and progression will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of a protected characteristic. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied will be used only for the purposes of determining suitability for the post and will be held in accordance with the principles of the Data Protection Act, the General Data Protection Regulations 2018 and the College’s Data Protection Policy. https://www.some.ox.ac.uk/somerville-college-gdpr-framework/

Pre-employment screening

Eligibility to work in the UK - It is a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work before employment starts. You will need to provide original documents (and certified translations, if necessary).

References - Please provide details of at least two referees who have direct experience of your work through working closely with you. Where possible, at least one should be your line manager from your most recent job. Please indicate how each referee knows you. Your referees will be asked to comment on your suitability for the post, confirm the dates of your employment, and of any disciplinary processes which are still ‘live’. Unless you state otherwise, we may approach your referees at any stage, please state clearly if you wish to be contacted before a referee is approached.

Fitness to work - employment will be conditional upon confirmation that you are medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010). If necessary, the College may request that the successful candidate undertake a fitness to work assessment with their Occupational Health Provider before employment can commence.