



**Further Particulars**  
**Academic Office Assistant**

**Fixed-term for one year, part-time, 14 hours per week**

**(Ref 900527)**

We are looking for an experienced assistant to support the Academic Office at Somerville College.

You will provide high quality support to students and applicants by supporting the Academic Office's administrative processes.

This role will support the wider running of the Academic Office for two days (Monday and Tuesday) per week. 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, 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 post is subject to continuing need and is offered on a fixed-term basis for one year in the first instance. It is offered on a 0.4 FTE basis of 14 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**

### **1. Support for academic staff**

- Provide a prompt and good quality administrative service to academic staff, for example: queries about students, resource queries, maintaining email lists, typing references and reading lists, as required
- Update records for associates and academic staff in relation to entries for the College Report and University Publications such as University Calendar
- Deal with post for academic staff, (as needed, if not pigeon hole, or left)

### **2. Support for students**

- Respond to straightforward email, phone and in-person enquiries from prospective and current students
- Undertake administrative tasks in the running of Collections (termly college exams)
- Support the Academic Office Administrator in the registration of undergraduate and graduate students, particularly in regards to the scanning of student visas and passports

- Check international student visas/passports termly, and monitor attendance in line with UK government requirements
- Log receipt of new student registration documents as prepared by Academic Office Administrator
- Research and prepare student transcripts
- Produce student lists, as required, from the student records system, eVision and ERM
- Order and distribute university cards to students
- Administer and monitor Principal's termly formal meetings and breakfast meetings with undergraduates
- Administer and monitor meetings and drinks receptions of graduate students with the Principal as required
- Assist the Academic Office Administrator in the collation and distribution of University Exam Results, as required
- Provide weekly email updates to students during term time (e.g. on internship opportunities, University advice)
- Process straight-forward student changes of details and exit awards, course transfers and change of options
- Invigilate examinations held in college as required
- Manage retention of student records in line with University and College GDPR recommendations

### **3. Admissions**

- Deal with straightforward enquiries about the admissions process and other information about the College
- Support the Academic Registrar and Academic Office Administrator in the undergraduate admissions process, including distribution of UCAS forms and other application materials.
- Prepare pre-interview reading materials for UG admissions interviews
- Manage the non-admissions queries that come into the Academic Office during UG admissions weeks, allowing the Academic Registrar and Academic Office Administrator to focus fully on the admissions weeks. This may require slightly flexible working patterns for up to two weeks.

### **4. General administration**

- Deal with straight-forward enquiries from potential applicants, offer holders, current students and alumni.
- Organise circulations for Standing Committee and Education Committee, ensuring all agendas and materials are kept confidential
- Maintain Committee records and document master files for College committees, as required
- Set up ERM files for new students where required, manage ERM annual update of student records so old materials are ready to be archived digitally following guidance from the Archivist. Manage the decreasing paper files and archive as necessary.
- Manage all electronic maillists allocated to the Academic Office: e.g. undergraduate students, freshers list, graduate students
- Order stationery for the Academic Office
- Draft and type letters/emails as required, including student documents and certificates
- Add items to the general and subject notice boards as required
- Create and send the weekly student email bulletin
- Proof-read documents on behalf of other members of the Academic Office, if required/necessary
- Support the Academic Office Administrator in general Degree Day administration, as required.
- Develop a general understanding of other administrative departments within the College and liaise with colleagues in other departments as required
- Provide cover for the Academic Office Administrator if required, particularly in relation to Degree Days administration.
- Other duties as required and as appropriate to the role.

## Selection Criteria

### ***Essential***

- Experience of working for a University and/or in a customer service environment
- Experience of completing high quality work by a set deadline
- Drafting letters and emails for a range of audiences
- Well organised, with good time management skills
- Very good communication skills; able to form positive relationships and obtain the confidence of all sections of the College
- Very good written and spoken English
- 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, tact and diplomacy
- Able to work flexibly within a small team that covers a wide range of activities
- Prepared and experienced in taking on new tasks and learn new skills/systems
- Willing and able to take a flexible approach to duties, including the possibility of working a few evenings and weekends at busy times

### ***Desirable***

- Recruitment administration
- Understanding of UK Border Agency regulations relating to student visas and Right to Work legislation
- Understanding of the Oxford admissions process

## 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.

<b>Duration</b>	This is a fixed-term part-time post of 14 hours per week, subject to continuing need, and will be dependent on satisfactory completion of a probationary period. The appointment will be subject to pre-employment checks as listed below.
<b>Salary</b>	The starting salary will be £10,869 p.a. for 14 hours per week, which is aligned to Band 5 of the Somerville College salary scale for support staff. The full-time equivalent salary range is £27,181 – £30,488. The College pay spine is uplifted for cost of living on a regular basis.
<b>Hours of Work</b>	Monday and Tuesday, hours to be agreed with line manager. Total weekly hours will be 14 hours per week exclusive of meal breaks.
<b>Holiday Entitlement</b>	The post holder will be entitled to pro-rata of 38 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
<b>Pension</b>	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).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Meal Entitlement</b>	Meals on duty will be provided free of charge.
<b>Sickness Benefit</b>	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.
<b>Employee Assistance Service</b>	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.
<b>Childcare</b>	Somerville runs a small on-site Nursery.
<b>Training</b>	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.
<b>Smoking policy</b>	No smoking or vaping is allowed in any part of the College.
<b>Parking</b>	There is no parking on-site.

## How to apply

Please apply via [www.some.ox.ac.uk/about/jobs](http://www.some.ox.ac.uk/about/jobs) using our online recruitment site.

Closing date for completed applications is **noon, Friday 5 April 2024**.

Interviews will be held on **Tuesday 16 April 2024**.

## Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

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.

## Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### 1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it 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 in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

### 2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

**We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

### **3. Medical fitness**

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

March 2024