

**SOMERVILLE**

COLLEGE

UNIVERSITY OF OXFORD

www.some.ox.ac.uk

Further Particulars

Tutorial and Graduate Administrative Assistant

Ref 900526**Fixed-term for one year part-time, 16 hours per week, term-time only**

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, reporting to the Tutorial and Graduate Officer (T&GO).

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 post is subject to continuing need and is offered on a fixed-term basis for 1 year in the first instance. It is offered on a 0.5 FTE basis of 16 hours per week, over 4 days, term-time only, 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 prompt and good quality administrative service to academic staff.
- Support the T&GO with recording and maintaining a record of employment checks for all temporary academic staff who are paid through Tutorial Payroll.
- Support the TG&O with arrangements for induction and training of Academic Staff on the Teaching management System (TMS). Post holder to achieve an extensive knowledge of the system and so be able to support academic colleagues with their queries.
- Support the Tutorial and Graduate Officer in the recruitment of academic staff process: Log applications, record and acknowledge applications, support on interview days etc
- Maintain records of those College members with an academic association.
- Provide lists when required of academic and associate members eg to SCR president for leavers event and start of term welcome
- Support the T&GO in the administration of Academic Visitors to the College.
- Prepare Academic Staff pigeon holes
- Deal with post for academic staff, (as needed, if not pigeon hole, or left)

2. Support for graduate students

- Support the Academic Office in the welcome and registration of graduate students, particularly in regards to the scanning of student visas and passports.
- Organise the annual graduate feedback survey
- Help with table plans for graduate events e.g., Supervisor dinner and Graduate Freshers dinner.
- Maintain records of MCR Associate membership and liaise with various internal teams to make sure their access is correct
- Support the T&GO in providing admissions information to and in liaison with Housekeeping for the process of allocating accommodation for graduate students. Draft and send emails to new graduate students when rooms are allocated and respond to basic accommodation queries.
- Produce data, as required, from the student records systems, TMS and eVision.
- Work with the AO Assistants to maintain graduate student records on the college student record system, ERM.

3. General administration

- Manage all electronic maillists allocated to the Senior Tutor and T&GO
- Deal with straight-forward enquiries from graduate offer holders, current students, academic and associate members.
- Develop a general understanding of other administrative departments within the College and liaise with colleagues in other departments as required
- Provide cover for the Tutorial and Graduate Officer if required, particularly in relation to TMS and RTW checks.
- Other duties as required and as appropriate to the role

Selection Criteria

Essential

- Experience of working for a University or similar environment in an administrative / customer-service function
- Well organised, with good time management skills
- Excellent written and spoken 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 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 in recruitment administration
- 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.

Duration	This is a term-time only, part-time post of 16 hours per week offered initially on a fixed-term basis for one year, subject to continuing need.
Salary	The starting salary will be £8839 p.a. for 16 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 £27,181 to £30,488. The College pay spine is uplifted for cost of living on a regular basis, normally annually.
Hours and location of work	Hours of work to be agreed with the manager. Ideally, the hours will be spread over a minimum of 4 days per week.
Holiday Entitlement	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.
Pension	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).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	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.
Employee Assistance Service	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.
Childcare	Somerville runs a small on-site Nursery.
Training	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.
Smoking policy	No smoking or vaping is allowed in any part of the College.
Parking	There is no parking on-site.

Application Procedure

Please apply via 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

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.