

Somerville College

Job description

Job title:	Academic Office Assistant
Department:	Academic Office
Reporting to:	Academic Registrar
Responsible to:	Senior Tutor
Liaison with:	All College staff

Purpose of the role

To provide administrative support to the Academic Office and to academic staff. The postholder is managed and directed by the Academic Registrar but also takes instruction from the Tutorial and Graduate Officer.

Main duties

1. Support for academic staff

- Provide a prompt and good quality administrative service to academic staff, for example: queries about students, maintaining email lists, typing references and reading lists, as required
- Support the Tutorial and Graduate Officer in the recruitment of academic staff: record and acknowledge applications etc
- Update records for associates and academic staff in relation to entries for the College Report and University Publications such as University Calendar
- Assist the Tutorial and Graduate Officer with preparation of Academic Staff pigeon holes.
- 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 Tutorial and Graduate Officer in the registration of graduate students.
- Support the Tutorial and Graduate Officer in carrying out 'Right-to-Work' checks with graduate students, if required, in line with UK government requirements.
- Support the Academic Office Administrator in the registration of undergraduate 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
- 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
- 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
- Liaise with the JCR, the MCR and the Access Office regarding tours for prospective applicants.
- 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

Person Specification

Post: Academic Office Assistant	Dept: Academic Office	Ref:
--	-----------------------	------

Criteria	Essential	Desirable
1. Experience		
<ul style="list-style-type: none"> Experience of working for a College, 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 	✓	✓
2. Skills and Aptitudes		
<ul style="list-style-type: none"> Well organized, 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 Very good IT skills appropriate to a Windows-based office, including manipulating spreadsheets and handling databases 	✓	✓
3. Knowledge		
<ul style="list-style-type: none"> Understanding of UK Border Agency regulations relating to student visas Understanding of the Oxford admissions process 		✓
4. Attitudes and Disposition		
<ul style="list-style-type: none"> Ability to work with confidentiality, tact and diplomacy Ability to work flexibly within a small team that covers a wide range of activities Prepared and experienced in taking on new tasks and learning new skills/systems 	✓	✓
5. Circumstances		
<ul style="list-style-type: none"> Willing and able to take a flexible approach to duties, including the possibility of working a few evenings and weekends at busy times 	✓	