St Peter’s College invites applications for Research Associates with effect from 1 October 2024 for two years in the first instance. The College hopes to recruit up to four Research Associates to act as College Advisors to up to eight graduate students each, across the following subject areas:

- Law
- Physical Geography
- Politics
- Mathematics / Statistics
- Medicine
- Engineering

College Advisors are members of St Peter’s SCR who offer pastoral support and academic advice of a general character to graduate students at St Peter’s College. The College aims to provide each graduate student in the college with a College Advisor who is carrying out research and/or teaching at Oxford in a discipline cognate to the student’s own. Familiarity with the structure of the degree course the student is undertaking is desirable.

**Responsibilities**

The Research Associates will be expected to:

a) Meet all new advisees in first term of residence, as early as is feasible, and establish a basis for future contact.

b) Offer the opportunity to all advisees on full-time taught courses to meet at least once a term, and offer all other advisees this opportunity at least once a year.

c) Maintain email contact with advisees, where meeting in person is not feasible.

d) Monitor advisees’ progress, by reviewing and where appropriate discussing their University supervision reports, and by being available for consultation, either in person or by email.

e) Consult the Tutor for Graduates and Deputy Registrar if there are concerns about an advisee’s academic progress and/or if they appear to be experiencing difficulties with their academic work.

f) Offer general advice on academic-related matters and career plans.

g) Provide pastoral support, directing advisees to the College Welfare team and other appropriate services for assistance.
Selection Criteria

The successful candidates will:

a) Hold or have recently held a research and/or teaching position at the University of Oxford in one of the subjects above.

b) Be able to show an understanding of the potential issues and challenges postgraduate students may encounter in their subject area.

c) Have experience of providing mentorship to others (whether in formal or informal contexts).

Benefits

The Research Associateships will be non-stipendiary. The Research Associates will be Associate Members of the Senior Common Room and will be entitled, free of charge, to two informal meals in College per week during term-time and additionally two Tuesday night formal dinners per term. These formal dinners provide an opportunity to meet up with advisees if wished.

Application Procedure

Applications should be sent by email to academic.appointments@spc.ox.ac.uk to arrive not later than noon on Monday 10 June 2024. Applications should include: a letter of application; a curriculum vitae; and the name of one academic referee. Candidates who are invited to interview will be asked to then arrange for their referee to provide a reference; references are not required at the point of submitting an application.

Interviews are expected to be held at St Peter’s, in person, on Friday 28 June 2024.

General queries can be sent to the Tutor for Graduates tutorforgraduates@spc.ox.ac.uk (Prof Marina MacKay).

St Peter’s is an equal opportunities employer.

The appointment will be subject to the provision of proof of the right to work in the UK.

May 2024