FURTHER PARTICULARS

ACADEMIC ADMINISTRATOR

St Peter's is a dynamic and informal college in the University of Oxford founded in 1929 and receiving full collegiate status in 1961. With around 540 students, it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College is in the heart of the city centre and is determined to provide the best possible facilities, academics and support for students.

Job Summary

St Peter’s College is seeking to recruit a flexible and motivated team player to join the team in its College Office. The post involves frequent interaction with current students and recent alumni.

The College Office team

The College Office team comprises the College Registrar, the Deputy Registrar and Admissions Administrator, the Access and Outreach Coordinator, the College Office Administrator and Admissions Assistant and the Academic Administrator.

The post holder is responsible to the College Registrar and will also work closely with other members of the College Office team. The role will involve close liaison with staff in other College Departments and academic staff (Fellows and Lecturers).

Main duties and responsibilities

1. Administer degree ceremonies and matriculation

Make arrangements for attendance by St Peter’s students at University degree ceremonies (approx. seven per year) in consultation with the Dean of Degrees. Includes liaising with the University Degree Conferences team, communicating with students and alumni, making necessary arrangements within the College (including with porters and catering teams) and with external suppliers (photography and marquees). Also updating relevant web pages.

- All degree ceremonies take place on Saturdays. The extent to which the post-holder attends is open for negotiation; attendance on at least one Saturday per year (in late September / early October) is required. Any Saturdays worked generate time off in lieu.

Make arrangements for attendance by St Peter’s students at University matriculation ceremonies. Includes liaising with the Dean of Degrees, communicating with students, making necessary arrangements within the College (including with porters and catering teams) and with external photographers.
2. Examinations administration

Manage all aspects of the 0th Week College Collections (examinations) process, including drawing up the timetable in consultation with subject tutors, ensuring all papers are received, booking rooms, arranging invigilators (including payments), dealing with alternative arrangements (extra time, laptops etc)

Manage the arrangements for instances where University examinations are hosted in college, including liaising with students, booking rooms, and arranging invigilators (including payments).

Undertake University invigilation training to be able to invigilate examinations if necessary (emergencies only).

3. Arrangement of Master's Collections

Manage the arrangements for Master’s Collections (meetings between students, tutors and the Master at the end of each term), including liaison with Master's EA, drawing up a timetable, inviting and collating pre-meeting input from students attending.

4. Committee servicing

Act as the secretary of the Student Affairs and Welfare Committee which meets once a term (issuing agenda and papers, and taking minutes).

5. Other support for on-course student activities

Management of the college office inbox and in-person student enquiries:

- Monitor the traffic in the college inbox and triage relevant enquiries to colleagues as appropriate.
- Be the first point of contact in the office for in-person student enquiries.

University Cards: deal with the processes for ensuring all new undergraduate students have a University Card on arrival, and manage requests for replacement cards.

Graduate awards: Administer the process of gathering applications for financial support (e.g. for books, conference attendance, travel etc) from graduate students. Liaise with the Tutor for Graduates and the Deputy Registrar about funding decisions and communicate these to students, sign off claim forms from students.

Travel funding: administer the process for undergraduate students to apply to the Travel Funds Committee (TFC) for funds to support travel during the vacations. Liaise with the Chair of the TFC, communicate decisions to students, and sign off claim forms from students.

Other: manage the process for the online provision of tutorial feedback by students (including sharing that feedback with organising tutors), and the issuing of book grants to undergraduate freshers.

Participate in other activities undertaken by the College Office, as directed by the College Registrar.
Person specification

**Essential**

- Excellent interpersonal skills and experience in developing successful working relationships with a wide variety of people, demonstrating a high level of tact, tolerance and understanding when necessary;
- Well-developed administrative skills, including excellent time management, accuracy and attention to detail;
- Experience of working calmly under pressure in a busy environment, balancing competing deadlines and priorities, and ability to deal with frequent interruptions at certain times of the year;
- Excellent communication skills (both oral and written);
- Excellent IT skills, including proficient use of Microsoft Outlook, Word and Excel, and the ability to learn new systems;
- Experience in using initiative and creativity to solve problems proactively and make improvements;
- Positive approach to working cooperatively and flexibly as part of a team;
- Ability to handle sensitive and confidential matters with discretion and initiative.

**Desirable**

- Educated to degree level or equivalent
- Previous experience working in a college or university environment.
- Experience in managing events

**Terms and Conditions**

**Appointment** The post is to be filled as soon as possible. The appointment will be subject to satisfactory completion of a six-month probationary period. The appointment will be subject to the provision of an original document, which indicates your right to work in the UK.

**Salary** Appointment will be on Grade 5 of the University’s salary scale for non-academic staff £28,759 - £33,966, depending on experience. Salaries are reviewed annually in line with the pay award for other salaried administrative staff.

**Hours of Work** Full-time administrative staff of the College are expected to work a nominal 35-hour week (with a one-hour unpaid lunch break each day).

**Annual Leave** In addition to the usual Public/Bank Holidays, the post holder will be entitled to annual leave of 30 days (pro rata) per College holiday year, which runs from 1 August to 31 July. When a bank holiday falls in term time, they may be asked to take the day off at another time. It is generally difficult for members of staff involved in academic administration to take holidays of any length in term time.

**Pensions** The appointee will be automatically enrolled in the Oxford Staff Pension Scheme with effect from the start date of their employment; it is possible subsequently to opt-out.

The appointee will be required to undergo a Disclosure and Barring Service (DBS) check at the enhanced level at the start of their employment.
How to Apply

Applications should include a CV and a cover letter (no more than two pages). This should explain your interest in the role, and demonstrate how you meet the person specification set out above. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the interview stage.

Applications should be sent to: human.resources@spc.ox.ac.uk

Though not mandatory, we also ask you to complete and return a College recruitment monitoring form

Since we will correspond with you by email and phone, please provide us with an email address and phone number that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

The closing date for receipt of completed applications is 12.00 noon on Monday 8th January 2024.

Interviews will be held on Thursday 25th January or Friday 26th January 2024.

Interested candidates wishing to discuss the post informally should contact Catherine Whalley, College Registrar (catherine.whalley@spc.ox.ac.uk).

Data Protection and Equal Opportunities

All data supplied by applicants will be used only to determine their suitability for the post and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter’s is an equal opportunities employer. To strengthen our ability to offer support to our diverse community we welcome and encourage applications from candidates of all cultural backgrounds, genders and personal circumstances.