COLLEGE OFFICE ADMINISTRATOR AND ADMISSIONS ASSISTANT
FURTHER PARTICULARS

St Peter’s College

St Peter’s is a dynamic and informal college that was founded in 1929 and received full collegiate status in 1961. With over 6000 alumni, 500 current students and 50 Fellows it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College occupies a great location in the heart of the city centre and is determined under the current Master, Mark Damazer CBE, former Controller of BBC Radio 4, 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 College Office team comprises the College Registrar, the Deputy Registrar & Admissions Administrator, the Schools Liaison Officer and the Tutorial & Student Administrator.

The College Office Administrator & Admissions Assistant will support and enhance the service that the College Office provides to applicants, current students and members of academic staff, as well as providing administrative support to the Schools Liaison Officer in relation to specific outreach projects.

The post holder is responsible to and works closely with the Deputy Registrar and Admissions Administrator. The post holder also interacts significantly on a professional level to support colleagues within the College Office. The role will involve close liaison with staff in other College Departments, academic staff (Fellows and Lecturers) and students.

Main duties and responsibilities

Support for on-course students

Deal with routine requests from students (new University cards, thesis binding etc) and act as first point of contact for student queries.

Undergraduate Admissions

Provide support to the Deputy Registrar and Admissions Administrator in relation to all aspects of the Undergraduate Admissions cycle, including:

- Collation and distribution of admissions paperwork to college tutors
- Timetabling of interviews, including arranging Skype interviews
- Liaising with tutors, other colleges and applicants before and during the interview period
- Producing information/welcome packs for applicants
- Compilation of feedback letters at the end of the cycle
- Support for the timetabling of college events on University Open Days
- Preparation of printed material for visitors on Open days

**Outreach and the Schools Ambassador Project**

Provide general support to the Schools Liaison Officer, including:

- Preparation of printed material for those attending outreach events
- Arrangement of travel and accommodation, and processing of related expenses claims, for the Schools Liaison Officer
- Provide some diary management support for the Schools Liaison Officer

Provide substantial administrative support for the St Peter’s Foundation Schools Ambassador Project, including:

- Making arrangements for two Oxford-based events each year, including travel and accommodation arrangements for participants
- Providing support for the Schools Liaison Officer to ensure effective evaluation of the project (including collecting written feedback and/or arranging phone calls etc)
- Processing applications and payments

**Visiting Students**

Provide support to the Deputy Registrar and Admissions Administrator in relation to all aspects of the College’s programme for Visiting Students, including:

- Close liaison with the Tutor for Visiting Students
- Managing the application process
- Enhancing the marketing (website and hard copy) materials for the programme
- Preparing end of year reports for all Visiting Students

**Support for other activities**

Participate in a number of other activities undertaken by the College Office, including:

- Provide support to the Tutorial & Student Administrator in relation to the examinations arranged by the College in week 0 of each term
- Ensure the timely monitoring of the status of all students on Tier 4 Visas, liaising with tutors about attendance and liaising with students and the University’s Student Immigration team
- Assist in the preparation of induction materials for new students, including the arrangement of events in Freshers’ Week (week 0 of Michaelmas term)
- Other duties as directed by the Deputy Registrar & Admissions Administrator

**Person specification**

**Essential**

- Well-developed administrative skills, including excellent time management, accuracy and attention to detail;
- Excellent interpersonal skills and experience of developing successful working relationships with a wide variety of people, demonstrating a high level of tact, tolerance and understanding when necessary;
• 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 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 of using initiative and creativity to proactively solve problems 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 of working in a college or university environment.

Terms and Conditions

Appointment
The appointment will be subject (i) to the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probationary period of six months, at any time during which either you or the College can terminate your employment with one week’s notice to the other. Subject to satisfactory review and confirmation of the post the notice period will be two months on either side.

Salary
Appointment will be on Grade 4 of the University’s salary scale for non-academic staff, £21,585 - £24,983 per annum. Salaries are reviewed annually in line with the pay award for other salaried administrative staff.

Contract
The job is offered on a permanent basis.

Pensions
The post-holder will be entitled to join the Oxford Staff Pension Scheme.

Meals
Free lunch is provided in College when on duty, when kitchens are open.

Hours of Work
The post is available on a full-time or part-time basis. Full-time administrative staff of the College are expected to work a nominal 35-hour week.

Part-time applicants would need to be able to work at least school hours on four or five days a week during weeks 0-9 inclusive of each Oxford University term; the post could therefore suit applicants wishing to work during school terms only (providing they were able to work at least some days in each school half term).

Annual leave
The annual leave allowance is 30 days (plus eight public holidays) calculated pro rata for part-time posts. Leave needs to be arranged in relation to the academic calendar. There are certain periods when it is not normally possible to take leave, in particular the period of undergraduate admissions interviews in December. It is generally difficult to take more than occasional days of leave during the University term.
How to Apply

Applications consisting of a covering letter and CV stating the names and postal and email addresses of two referees, together with a Recruitment Monitoring Form, should be sent by email to the HR Manager, Graham Stowell, at the following address human.resources@spc.ox.ac.uk.

The College will assume that it can approach referees at any stage of the application process unless candidates indicate to the contrary. Any such restriction should be clearly stated alongside the details of the relevant referee(s).

If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell  
HR Manager  
St Peter’s College  
New Inn Hall Street  
Oxford  
OX1 2DL.

The closing date for the receipt of completed applications is 12.00 noon on Monday 14 May 2018.

Interviews will be held on the Monday 21 May 2018.

Data Protection

All data supplied by applicants 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 and recruitment monitoring process.

St Peter’s is an equal opportunities employer.