Tutor for Visiting Students (part-time)

Further Particulars

St. Peter’s College invites applications for the post of Tutor for Visiting Students. This part-time post is available for an initial period of one year, with the possibility of renewal for further years. The time commitment is approximately 0.2 FTE (1 day a week) but in practice the pattern of work is likely to vary considerably over the academic year, depending on the calendar for recruiting and admitting students and the progress of their studies.

1. General

The person appointed to the post will coordinate the College’s programme for Visiting Students, working in consultation with individual subject tutors under the overall supervision of the Master and the Senior Tutor.

The College aims to admit about 25 Visiting Students each year, across a wide range of academic subjects. The majority of Visiting Students at St Peter’s College are on Year Abroad Schemes run by North American and Asian universities as part of their degree courses. Almost all Visiting Students at St Peter’s are registered for the full academic year (from October to June).

Further information about the College is available at http://www.spc.ox.ac.uk.

2. Responsibilities of the Tutor for Visiting Students

The main responsibilities of the Tutor for Visiting Students will be:

1. To oversee the pastoral care of Visiting Students, ensuring that they are integrated fully into the academic and social life of the College, and act as a point of contact during their period of studies;
2. To liaise with subject tutors about teaching arrangements in order to ensure that the tuition needs of individual Visiting Students are appropriately met, and monitor the performance of each Visiting Student;
3. To consider and respond to applications for admission in consultation with relevant subject tutors;
4. To promote the Visiting Students programme by maintaining and developing links with existing partner universities overseas and seeking to establish new links with other institutions;
5. To liaise with tutors about the suitability of courses in their subject for Visiting Students;
6. To ensure that the Visiting Students section of the College website is maintained (with technical assistance from the Website Editor);
7. To issue transcripts to Visiting Students on completion of their studies at St Peter’s College;
8. To attend meetings of the Academic Affairs Committee and other Governing Body committees as necessary.
9. To attend the termly Intercollegiate Tutors for Visiting Students Meetings;
10. To ensure the Visiting Students Programme is compliant with the requirement of the University Code of Practice for Visiting Students, to oversee the completion of the annual return to the Joint Supervisory Committee for Visiting Students and to represent the College at the Committee when required.
Administrative assistance will be provided by the College’s Academic Office.

Under current arrangements the main official events are the Visiting Students’ Brunch during Freshers’ Week (week 0) of Michaelmas term and the Visiting Student Leavers’ Ceremony at the end of Trinity term (week 7 or 8).

3. **Criteria for appointment**

To be successful, candidates will need show that they meet the following selection criteria:

**Essential**

The successful candidate will have:

1. Experience of tutorial teaching
2. Experience of personal tutoring with a caring and supportive style
3. Excellent interpersonal skills, with evidence of sensitivity and tact, and ability to communicate effectively with students from a variety of backgrounds and with tutors in all subject disciplines
4. Good organisation, administrative and IT skills
5. Academic credibility and personal qualities to represent and market the SPC Visiting Student programme to overseas universities

**Desirable**

6. Experience of university or college admissions processes
7. Knowledge of the American and Asian higher education systems

4. **Remuneration and Conditions**

**Term of appointment**

The appointment will be for a fixed period from 17 September 2018 (or as soon as possible thereafter) for until mid-September 2019, with the possibility of renewal for further years. The College is very keen to appoint someone who can start work as early as possible in the 2018-19 academic year.

**Remuneration and other conditions**

The salary will be in the region of £6,500 per year. This figure assumes an average time commitment of one day per week (0.2 FTE), but in practice the pattern of work is likely to vary considerably over the academic year, depending on the calendar for recruiting and admitting students and the progress of their studies. The College has a standard annual leave allowance of 30 days (plus eight public holidays) calculated pro rata.

The appointee will be eligible to join the Universities Superannuation Scheme and entitled to subscribe to the Oxford Colleges’ Healthcare Plan.

**Senior Common Room**

The successful candidate will be a full member of the Senior Common Room, for which there is a termly charge (currently £30) and will be entitled to free meals in term and in the vacation as long as the kitchens are open (they are occasionally closed for short periods, normally during the vacation). They will not be a member of the College’s Governing Body.

5. **Application procedure**

Candidates should send a letter of application, together with a curriculum vitae and the names and contact details of one referees to academic.appointments@spc.ox.ac.uk (contact telephone no. 01865 278857) by
12 noon on Thursday 19 July 2018. (There is no application form.) They should ask their referee to write on their behalf to academic.appointments@spc.ox.ac.uk by the closing date.

It is expected that shortlisted candidates will be invited to attend an interview on 26 or 27 July 2018. Invitations to interview will be sent in the middle of preceding week.

General queries can be sent to the Senior Tutor, Professor Balazs Szendroi (szendroi@maths.ox.ac.uk).

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.

June 2018