



ACADEMIC OFFICER VACANCY

Wycliffe Hall is seeking to appoint an Academic Officer, a key support role within the Hall's vibrant community.

The successful candidate will have experience in delivering effective administrative support, preferably in a collegiate and/or Higher Education environment. This varied post requires an organised individual with a proactive approach to undertaking tasks.

The Academic Officer will undertake a range of essential administrative tasks using a number of IT applications, and will be expected to maintain and responsibly handle student data. They will also have particular responsibility for managing the Hall's programme of ministerial training for Church of England ordinands.

The post will report to the Senior Tutor, and will work closely on a day-to-day basis with another Academic Officer.

The post offers approximately 21 hours per week of flexible, negotiated hours and Wycliffe Hall is committed to flexible working. Please note that Wycliffe Hall is currently advertising another part-time position as Administrator of the Wesley Centre for Missional Engagement and Executive Assistant to the Dean and, for the right candidate, it would be possible for these two roles to be combined to create a full-time position. Please make clear in your application if you are interested in this option.

To apply for this post, please send the following:

- 1) A full CV;
- 2) A covering letter explaining how your experience might qualify you for this post;
- 3) The names and contact details of two referees.

Applications are to arrive by **12 noon, Monday 23 September**. Interviews are likely to take place at Wycliffe Hall in the week commencing 30 September.

Please send applications to vacancies@wycliffe.ox.ac.uk.

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JOB DESCRIPTION: ACADEMIC OFFICER

Responsibilities include:

1. Building and maintaining a knowledge of course provision, regulations, and processes in order to accurately inform and support staff and students;
2. Managing the Hall's Welcome Week and other induction materials;
3. Making arrangements for matriculation, graduation and other award ceremonies;
4. Producing a number of handbooks for students, and maintaining other sources of information such as WebLearn pages;
5. Managing all student survey processes;
6. Planning lecture timetables;
7. Ensuring the rigorous upkeep of student records:
 - a) enrolling them onto University programmes;
 - b) gathering student attendance data;
 - c) setting up reports on OxCORT, Oxford's undergraduate reporting system;
 - d) maintaining records of student visas;
 - e) maintaining and archiving paper and electronic files; and
 - f) using SITS e:Vision and other online systems as required by accrediting bodies.
8. Managing the Hall's programme of ministerial training for Church of England ordinands.
9. Acting as Deputy Safeguarding Officer, processing DBS forms and supporting the Hall's Safeguarding Lead.
10. Any other duties commensurate with the salary of the post, as required by the Senior Tutor.



PERSON SPECIFICATION: ACADEMIC OFFICER

Post-related experience & skills

Essential

- Demonstrable experience of administrative work, preferably within Higher Education
- Ability to communicate effectively, both orally and in writing, at all levels
- Ability to receive and accurately record information given orally and in writing
- Ability to learn new information quickly
- Ability to work with Microsoft Outlook and Microsoft Office
- Ability to prioritise multiple competing tasks and deadlines

Desirable

- Experience of servicing committee meetings
- Experience and knowledge of Oxford University structure and administrative procedures, or experience of a Theological Education Institution accredited by Durham University

Interpersonal skills & aptitudes

Essential

- Proactive approach to working
- Ability to receive guidance and work flexibly as part of a team
- Ability to work independently
- Ability to work with colleagues at all levels
- Excellent customer care skills
- Sympathy with the ethos and values of Wycliffe Hall

Remuneration

This post is offered subject to the satisfactory completion of a 6-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary is provided on Wycliffe Hall's scale (linked to the University of Oxford) between £22,000 and £27,000 p.a. depending on experience.

Pension

Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

Working hours

This is a part-time post for approximately **21 hours** per week. Please note that Wycliffe Hall is currently advertising another part-time position as Administrator of the Wesley Centre for Missional Engagement and Executive Assistant to the Dean and, for the right candidate, it would be possible for these two roles to be combined to create a full-time position. Please make clear in your application if you are interested in this option.

Holidays

Initially 25 days per year, in accordance with the College Holiday Policy, in addition to public holidays, which if these fall during college term, shall be taken at an agreed time during vacations.

Meals in college

The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

General

The job description is correct as at 14 August 2019. It will, however, be discussed between the appointee and the Senior Tutor, and may be amended from time-to-time, following such consultation, to reflect developments in or changes to the job.