



Scholarship and Christianity in Oxford (SCIO)

Wycliffe Hall's partner in international education

Director of Administration: full time

Organization

SCIO, a registered UK charity (formally, CCCU-UK), is the UK subsidiary of the Council for Christian Colleges & Universities (CCCU), which is an international higher education association of Christian liberal arts colleges and universities with headquarters in Washington, DC.

SCIO is an important centre for international grant funded research, particularly in science and religion, and biblical texts and their curation. In partnership with Wycliffe Hall, SCIO organizes programmes for students registered for degrees in overseas, mainly American, institutions. It runs the SCIO semester and yearlong programmes, SCIO summer programmes, SCIO Online from Oxford.

Mission

To foster scholarly engagement, intellectual excellence, and authentic Christian spirituality and the connections between them within an international academic community at Oxford.

SCIO strives to do this by:

- Helping students drawn largely from CCCU colleges realise their academic and personal potential at Oxford, at graduate or professional school, and throughout life
- Encouraging high quality research on the part of its staff and faculty from CCCU colleges as individuals and as members of research programmes based at SCIO
- Cultivating a community of alumni who support each other and SCIO's mission
- Enabling its staff to develop professionally and flourish personally

The Position

Wycliffe Hall's partner, Scholarship and Christianity in Oxford (SCIO), seeks to appoint a Director of Administration. More information on SCIO can be found at:

www.scio-uk.org.

This senior-level post will suit an experienced administrator who combines capacity for effective overview with a keen eye for detail and has the creativity and vision to support the work of a dynamic organization with international connections. The post holder will be responsible for the smooth running of SCIO's student programme activities (two semester programmes and a summer programme) and marketing. Activities take place primarily in Oxford.

The post holder will

- Report to the Executive Director
- be a member of the Senior Management Team;
- line manage the Student Affairs and Programmes Coordinator and hourly support staff.

The appointee will work as part of a supportive team in a pleasant office in North Oxford. There is a Genuine Occupational Requirement that the appointee, who will have to represent the aims and

objectives of SCIO in all contacts with SCIO students and academic visitors, and will be able to identify with those aims, as listed above.

Applicants should send a covering letter, *curriculum vitae*, and details of three referees via email to Dr S. Rosenberg. Email: paulina.kingbravo@wycliffe.ox.ac.uk. **Applications should be received by 10 April 2021 with an ideal starting date of 15 May 2021.** SCIO reserves the right to employ before that date should a suitable candidate be found. Early applications are therefore encouraged.

Duties: Responsible to the Executive Director for the day-to-day management of SCIO, the Director of Administration works alongside the directors of academics, finance/IT, and grants and liaises with academic and administrative staff to achieve the smooth and effective running of SCIO's general operations and student programmes.

The Director of Administration is responsible for:

Office management and co-ordination

Operational oversight: this will include working with the Executive Director and other members of the Senior Management Team to plan ahead for the operational support required for the various facets of SCIO's work, identifying possible opportunities and challenges and advising on appropriate operational and administrative action.

- Collaborate with the Senior Management Team to develop robust, user-friendly and sustainable office systems and processes with the flexibility to support the work of a growing and changing organization
- Ensure that the office systems and work/leave arrangements provide appropriate cover
- Work with the Director of Finance, Operations, and IT to train and support staff to work effectively and collaboratively
- Recruit and manage temporary and/or part-time administrative staff
- Oversee scheduling of Senior Management Team and general staff meetings, including preparation and distribution of papers, reports and minutes.

Communications

- Plan and coordinate communication activities with the US parent organization, news updates SCIO issues, social media, blogs, etc.
- Work with website designers to make briefs for any significant website changes and implement small website changes
- Attend SCIO and CCCU events as appropriate, which may include overseas travel by agreement

Human resources: working with the HR Director of SCIO's parent organization to

- Design and deliver effective recruitment processes
- Train and induct new staff so that they can work effectively
- Coordinate performance appraisal with the HR Director and effect any actions identified as necessary
- Identify training opportunities
- Maintain personnel records to comply with right to work, immigration regulations, and holiday tracking systems
- Coordinate staff meetings
- Act as Health and safety officer and Emergency officer

Budgets (working with the Executive Director and the Director of Finance, Operations, and IT

- Provide input for budgets and forecasting related to student programmes
- Oversee and prepare tutor and part-time staff monthly payroll
- Help develop and establish internal controls

II Administrative oversight of student programmes

Programme administrative oversight: work with the Academic Director (Senior Tutor) and with relevant Wycliffe Hall and University colleagues to

- Create and implement a marketing strategy to recruit for student programmes
- Oversee SCIO communications and programme related documentation (including risk assessments, waivers, etc.)
- Administer applications for student programmes, set up a programme for each admitted student, deliver that programme for each admitted student, and report on each student at the end of each programme
- Monitor visa and immigration laws such that students have appropriate documentation
- Establish and manage a SCIO alumni programme/network and grow the Friends of SCIO effort
- Liaise with staff, faculty, and institutions from the collegiate University of Oxford and the CCCU headquarters in pursuit of the above aims
- Administer external evaluation reviews
- Provide ad hoc pastoral care for students in conjunction with the student affairs coordinator and senior tutor

Line management of Student Affairs and Programmes Coordinator

The Student Affairs and Programmes Coordinator is primarily responsible for the following:

- student wellbeing, non academic discipline, and student social activities
- Organising programme orientation and debrief
- Administering the day-to-day student programmes (coursework, OxCORT, SharePoint, field trips, chapel, etc.)
- Administering transcripts, reports, and academic prizes

Other duties commensurate with the nature of the post.

Selection Criteria

Essential

- Identification with the ethos, aims, and objectives of Wycliffe Hall and SCIO and ability to represent them in working contacts
- Undergraduate degree
- Excellent communication skills
- Excellent interpersonal skills. The post holder will need to engage helpfully and effectively with wide variety of contacts, including students, tutors and international visitors.
- An advanced level of IT literacy, including MS Excel, Word, Outlook, and Adobe Acrobat. The post holder will be required to manipulate large sets of data and produce professional reports and advise on using systems to aid effectiveness
- Demonstrable experience of managing people and processes, leading a small team with good humour and effectiveness
- Demonstrable experience working with budgets and finance
- Demonstrable ability to work consultatively where appropriate
- Demonstrable ability to work independently where appropriate, setting priorities and delegating effectively in a complex work environment with many competing tasks.
- Motivated by achievement of results and completion of tasks
- A keen eye for detail
- Willingness to work in central North Oxford and work within normal office hours (normal office hours are 9.00am to 5.00pm with a lunch break)

- Willingness to be flexible about hours when the programme demands e.g. student programme arrival days

Desirable

- Familiarity with the University of Oxford
- Familiarity with University electronic systems e.g. Canvas, OxCORT, eVision, etc.
- Familiarity with Filemaker Pro or other database system
- Familiarity with copy editing and proof reading
- An earned Master's degree
- Prior undergraduate or graduate study in a field/s relevant to SCIO's academic interests
- Willingness to participate in programme social and academic events (where appropriate)

Salary and benefits

- Salary: £35,000 — £40,000 per annum; salary commensurate with duties, which may vary according to the final job description for the successful candidate.
- Pension scheme
- If appropriate, Wycliffe Hall may grant College Staff status
- Annual Leave: public holidays (8), plus 26 days per year
- Sick Leave: 10 days per year (15 after three years) plus 3 personal leave days per year

Additional benefits at the discretion of Wycliffe Hall

- Lunch at Wycliffe Hall when the dining room serves meals
- University (College Staff) card as Wycliffe Hall college staff with relevant access to University of Oxford facilities and those benefits (such as training courses) open to college staff without University posts.
- Benefits at retailers and university services that follow from an Oxford college staff membership

Start date: 1 May 2021 or as soon as possible thereafter; an earlier start date is desirable.