



## DEPUTY ACADEMIC ADMINISTRATOR VACANCY

Wycliffe Hall is seeking to appoint a Deputy Academic Administrator, 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 Deputy Academic Administrator 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 the Academic Administrator.

The post is full-time, but Wycliffe Hall is committed to flexible working and encourages applications from candidates who wish to work part-time.

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, Friday 1 February**. Interviews are likely to take place at Wycliffe Hall on **Tuesday 12 February**.

Please send applications to [vacancies@wycliffe.ox.ac.uk](mailto:vacancies@wycliffe.ox.ac.uk).



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## JOB DESCRIPTION: DEPUTY ACADEMIC ADMINISTRATOR

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### Responsibilities include:

1. Acting as the Academic Office's first point of contact:
  - a) Monitoring and responding to queries regarding courses, assessments and other administrative matters, in person or by telephone, email or correspondence;
  - b) Being available for students to 'drop-in' at set times;
  - c) Building and maintaining a working knowledge of course provision, regulations and processes in order to accurately inform and support students and colleagues.
2. Managing the Hall's programme of ministerial training for Church of England ordinands.
3. Managing marking processes for Durham University students
4. Undertaking a range of administrative tasks to ensure the smooth-running of Wycliffe Hall's academic provision:
  - a) practical arrangements for large events such as Integrated Study Weeks and the Hall's Welcome Week;
  - b) regular student surveys;
  - c) minor adjustments to teaching timetables;
  - d) arrangements for internal examinations;
  - e) arrangements for matriculation, graduation and other award ceremonies;
  - f) creating administrative documents such as letters or transcripts.
5. 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.
5. Servicing the fortnightly Tutors' Meetings.
6. Any other duties commensurate with the salary of the post.



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## PERSON SPECIFICATION: DEPUTY ACADEMIC ADMINISTRATOR

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### 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 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 full-time post for **35 hours** per week.

### **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 3 January 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.