

FACULTY OF MEDIEVAL AND MODERN LANGUAGES

Job title	Undergraduate Studies Assistant
Division	Humanities
Department	Faculty of Medieval and Modern Languages
Location	41 Wellington Square
Grade and salary	Grade 3: £18,212 - £20,989 (with discretionary range to £22,912)
Hours	Full-time Although there is potential for shorter hours (down to 25 hours a week and/or a term-time only post, if an applicant was interested in this).
Contract type	Permanent
Reporting to	Undergraduate Studies Administrator
Vacancy reference	123881
Additional information	



The role

This role is to support the Undergraduate Studies Administrator in all aspects of the administration of the Faculty's undergraduate degree programmes and examinations. Working, as part of a team of three, in the Undergraduate Office alongside the Undergraduate Studies Administrator and Year Abroad & Prizes Assistant.

The Faculty operates one single honours undergraduate degree (BA in Modern Languages), but this includes options in French, German, Modern Greek, Italian, Portuguese, Spanish, Russian, Czech, Polish, Catalan, Galician, Celtic and Yiddish; and most students study two languages. In addition the Faculty is involved in joint degrees with Classics, English, History, Linguistics, Middle Eastern Languages and Philosophy.

The Faculty admits approximately 175 students for its single honours course each year, with a further 100 to its joint courses; and at any one time there are approximately 1,100 students studying an undergraduate programme with the Faculty, making it one of the largest undergraduate schools in the University.

Responsibilities

This role of this post is to assist the Undergraduate Studies Administrator in all aspects of his/her work, and to provide efficient and effective support to the undergraduate aspects of the Faculty's activities and its examinations processes.

This will include assistance with:

- Preparing papers for and servicing examiners meetings, the Faculty's undergraduate Studies committee, joint schools committee meetings and the Faculty's joint consultative committee;
- The collation, production and proofreading of examination papers;
- Checking candidate entry forms;
- Collating and inputting examination results and preparing final marks sheets;
- Preparing, updating and collating paperwork associated with the oral examinations;
- Administering the proposals for, and submission of, extended essays by undergraduates;
- Collecting, collating and sorting marked essays, exam scripts and marks;
- Distributing examination scripts and mark sheets to Faculty members across the collegiate university;
- Ensuring the website and WebLearn are kept up to date, and assisting academic staff in doing this;
- Ensuring handbooks and programme specifications are kept up to date, and assisting academic staff in doing this.
- Assisting the Year Abroad & Prizes Assistant with basic clerical/record keeping tasks, if needed.

The appointee will be expected to shadow the UG Administrator, to ensure that he or she is able to provide sufficient continuity of service and basic responses in the absence of the UG Administrator.

In addition, the individual will be expected to perform any other duties that fall within the purpose and grade of this post as determined and directed by the line manager or other designated person.

There are key 'peaks' in the undergraduate calendar - late Easter vacation (early April), weeks 9 and 10 of Trinity Term (late June) - and the individual will not normally be allowed to take time off at these times and may be expected to work some over-time hours at these times (for which time off in lieu or over-time payments will be granted/paid). Along with other members of the Faculty's administration team, significant time off during term-time is not usually approved.

Selection criteria

Essential

- Good general education to A-level standard or equivalent
- Experience of providing general clerical administration in an office environment
- A friendly, pro-active, flexible and helpful manner
- Excellent attention to detail and good proof-reading/data checking skills
- Strong numerical and data handling skills
- Strong keyboard and IT skills, in particular the use of spreadsheets (specifically MS Excel) and data entry systems
- To be self-motivated and to work effectively, knowing when to refer matters to others
- Ability to remain calm and patient when under pressure or dealing with difficult situations
- An understanding of the importance of confidentiality and sensitive data as it relates to the examinations process

Desirable

- Some experience of working in an education environment
- Some knowledge of a European language

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Faculty of Medieval and Modern Languages

The University is organised into about 140 different departments, each of which recruits its own staff. This post is in the Faculty of Medieval and Modern Languages.

The Modern Languages Faculty has roughly 1,000 undergraduates reading for the Honours School of Modern Languages or one of five Joint Schools, and approximately 150 graduate students; there are around 100 academic and support staff holding university posts. The Faculty is one of the leading centres for the study of European language, literature, and culture world-wide, offering expertise in the entire chronological range from the earliest times to the present day, and with specialists in film studies, cultural studies, and cultural history as well as languages and literatures.

The main subjects studied are French, German, Italian, Russian, Spanish, Portuguese, Modern Greek, and Linguistics. The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at the Taylor Institution in St Giles' where some teaching takes place and the main Faculty and research library is based.

For more information please visit: <http://www.mod-lang.ox.ac.uk/>

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: <http://www.humanities.ox.ac.uk/>

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

The application process is via the University's on-line recruitment system. To retrieve the relevant 'Job Details' page, search for ID ref (123881) at: www.recruit.ox.ac.uk or go to:

https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erg_jobspec_version_4.jobspec?p_id=123881

One on the relevant 'Job Details' page, click on the **Apply Now** button and follow the on-screen instructions to register as a user.

Please provide details of two referees and indicate whether we can contact them now. You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please upload all documents **as PDF files** with your name and the document type in the filename.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by **midday on Wednesday 27th July 2016**.

Interviews are provisional scheduled for Friday 19th August. Please make it clear in your application if you anticipate being unavailable on this date.

Further information about the post is available from: administrator@mod-langs.ox.ac.uk

Further information about the recruitment process is available from: recruitment@mod-langs.ox.ac.uk

[Please note the Faculty has two similar posts available at the moment, this post and post 123882 – Year Abroad, Schools Liaison and Prizes/Awards Assistant (0.6FTE). You are welcome to apply for both posts, but you may wish to make this clear in your application if you are doing so; and we would expect separate applications for each post.]

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff (or those relocating from another part of the UK)

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.